

Douglas County West Community Schools

1:1 iPad Program

Students in Grades 6-12 will be allowed to take home their assigned devices during the school year and over the summer.

*Students in Grades 6-12 will be required to pay the annual Technology Fee each school year of \$20/student.

DC West Community Schools Mission Statement

DC West Community Schools engages, prepares, and empowers all of our students for the future.

DC West Community Schools uses Instructional Technology as one way of enhancing the mission to prepare and inspire all students for lifelong success by teaching the skills, knowledge, and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity, and critical thinking in a variety of ways throughout the school day. Excellence in education requires that technology is seamlessly integrated throughout the educational program. To increase access to those 21st-century skills, DC West High School and Middle School have made it a goal to offer students access to their learning through the DC West 1:1 iPad Program. 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.

The policies, procedures, and information within this document apply to all iPads used at DC West. Principals & Teachers may set additional requirements for use in their buildings & classrooms.

An important component of the 1:1 iPad Program will be education about digital citizenship and appropriate online behaviors. We will review cyber-safety rules with students frequently throughout the school year and will offer reminders and reinforcement about safe online behaviors. We also encourage parents to be involved in helping their student(s) make good choices when it comes to being online and using school-issued technology.

DC West Community Schools is proud to offer our DC West High School/Middle School students Apple iPad devices for use at school and at home. The 1:1 iPad Program, which provides mobile computing and wireless technology to DC West High School and Middle School students, has been designed to enhance the delivery and individualization of instruction.

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Section 1: iPad Specifications

9th Generation iPad
(Grades 6, 9 & 12)
10.2-inch iPad with Keyboard Case
64 GB Capacity. Wi-Fi Capability.

10th Generation iPad
(Grades 7, 8, 10 & 11)
USB-C Charging. No Headphone/Aux Port.
10.2-inch iPad with Keyboard Case
64 GB Capacity. Wi-Fi Capability

Section 2: Receiving your iPad

- All efforts will be made to have new/updated iPads issued to students every 3 to 4 years.
- ALL students (Grades 6-12) and parents are required to read this handbook & sign off on the Acceptable Use of Computer/Networks form.
- **Each school year, students and parents must sign and return the agreement form as well as pay the \$20 Technology Fee.**
- Mandatory Technology Fee (iPad Insurance) is \$20.00 per student per year. The Technology Fee is non-refundable.

Section 3: Taking Care of Your iPad

For students and parents/guardians, the following information is provided to help you understand the expectations and responsibilities of caring for the iPad.

- Students will receive instruction from school district staff on the proper use of the iPad.
- The school will provide a protective case for iPads. Students may NOT use their own case unless approved by the Technology Department.
- Students will be able to take the iPad home during the school year to work on their schoolwork and summer to practice school-related skills.
- Students will keep their iPads in their possession both in and outside of school.
- Students will keep their iPads in their possession during the summer months while still enrolled at DC West.
- Students are expected to treat the iPad as a valuable piece of equipment. Reminder, this is a \$300 Device with a \$99 Case.
- Students will clean and maintain their iPads per school procedures.
- Students must take all precautions to prevent theft; for example, do not leave the iPad unattended in a vehicle..
- Students must take precautions to prevent damage to the iPad; for example, do not leave the iPad where there is a danger of coming in contact with moisture, excessive heat, or cold. This would include protecting the device from inclement weather.
- The iPad will come with preloaded school-approved apps.
- Students are to use the iPad to access only socially and educationally appropriate materials and websites.
- Students should not use the iPad to purchase goods and/or services via the Internet.
(NOTE: Parents/students are charged with full responsibility for any financial obligations incurred from the inappropriate use of the iPad.)
- Students are to use the iPad per the DC West Community Schools Student Handbook and the Acceptable Use Regulations, and to maintain the iPad per the procedures and information provided.
- iPads are the property of DC West Community Schools and must be returned when a student receives a new/updated device, upon withdrawal from DC West Community Schools, or at the request of a teacher or administrator. Willful failure to return the iPad per the stated conditions will result in criminal prosecution.
- Since the iPads are the property of DC West Community Schools, officials of the school have the right to review all material stored on or accessed by any iPad. School officials may revoke a student's iPad use and/or privileges for misuse or violation of policies.

Section 4: Using Your iPad

General

- iPads are intended for academic use at school every day. **Students are responsible for bringing their iPads to school every day.**
- **iPads must be brought to school each day fully charged.**
- You are responsible for your charging cord & charging adapter.

iPads Undergoing Repair

- Older, loaner iPads may be issued to students when they leave their iPads for repair with Technology Support.
- Students will be expected to return the loaner iPad by the end of the school day to the Technology Office. If a loaned iPad is lost while in the possession of that student, they will be responsible for the cost of the loss and damages.

Inappropriate Use

- The presence of weapons-related materials, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, or pictures on the iPad or within its files will result in disciplinary action and, where appropriate, referral to law enforcement.
- The iPad is the property of the school district. Therefore, the school staff has the right to check anything on a student's iPad.
- Violation of this policy will result in disciplinary action.

Inspection

If necessary, students will willingly provide their school-issued iPads for inspection by school staff without prior notice.

Section 5: Protecting Your iPad

iPad Identification

Student iPads will be labeled in the manner specified by the school. Under no circumstances are students to modify, remove, or destroy these labels.

Tampering with the iPad

Students are responsible for their iPads. Tampering with machine security measures is forbidden. Violations of this policy will result in disciplinary action. Do NOT let other students use your iPad.

Apple ID

Students are to use their school-issued Apple ID and we strongly encourage that students set up "Find My iPad" in the iCloud settings. Student school-issued Apple IDs are the same login credentials as their Google Account.

Section 6: iPad Acceptable Use Guidelines

General Guidelines

- Students are responsible for their ethical, socially appropriate, and educational use of the technology resources of the DC West Community Schools.
- Access to the DC West Community Schools technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the DC West Community Schools Acceptable Use Policy.
- Transmission of any material that violates any law is prohibited. This includes, but is not limited to, the following: confidential information, copyrighted material, threatening or obscene material, and iPad viruses.
- Any attempt to alter data or profiles, the configuration of an iPad, or the files of another user, without the consent of the Principal/Administration or Technology Department, will be considered an act of vandalism and subject to disciplinary action per the district's Acceptable Use Policies. Students who violate this may also be referred to law enforcement for criminal prosecution as appropriate.
- The Computer Network includes, but is not limited to, the use of local area networks, the Internet, online commercial communications, and all other computer communications provided by the DC West Community School District.
- The DC West Community School District will take reasonable precautions to ensure the security and appropriate use of the iPad network. However, it accepts no responsibility for harm caused directly or indirectly through its use.

Integrity and Civility

In addition to any standard/rules established by the school, the following behaviors are prohibited as they violate the standard of integrity and civility.

- Cheating
- Plagiarizing
- Falsifying Information
- Violating Copyright Law
- Hacking
- Gaining unauthorized access to any network or iPad
- Cyberbullying

E-Mail

- The main email account that students are allowed to access while using a school-issued iPad is the students' DC West Community Schools Google account. (**Note:** emails sent via the Google server or accessed on school-issued devices are not private and may be reviewed at any time and without notice)

The following rules will apply when using a Google email account:

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- Students should maintain high integrity with regard to email content.
- No private chatting during class without permission.
- Cyberbullying will not be tolerated.

Section 7: Precautions and Consequences

Technology Left in Unsupervised Areas

- Under no circumstances should iPads or other technology equipment be left in unsupervised areas. Unsupervised areas include, but are not limited to: the school grounds and campus, computer labs, unlocked classrooms or lockers, bathrooms, buses, and hallways. Any iPad left in these areas is in danger of being stolen.
- If not taken care of, the iPad may end up damaged, **Please handle the iPad with care.**
- Lockers are to be locked when storing any technology equipment. This includes, but is not limited to power cords and iPads.
- Unsupervised iPads will be confiscated by staff and taken to the administrative office. Disciplinary action will be taken for leaving your iPad in an unsupervised location. **Each student is responsible for his or her iPad & charging cord/adaptor once it has been issued.**

Technology Fee - iPad Insurance

- There is an annual Technology Fee for all DC West students in Grades 6-12. **This is a mandatory charge/fee at the beginning of each school year.**
- **The current Technology Fee is \$20 per student per year.** This is non-refundable or transferable.
- Payment can be made through E-Funds on the School Website or by Cash/Check to the High School or Middle School Office.
- This fee is applicable for one academic year regardless of the student's enrollment or withdrawal date.
- Students who lose iPad privileges for the remainder of the semester or school year will not receive a refund of the technology fee.

Damage/Incidents - *Cost to Student

| Claims/Damage | Cost to Student (with Tech/Insurance Fee PAID) | Cost to Student w/o Insurance (NO Tech/Insurance Fee Paid) |
|--------------------------------------|---|---|
| Lost iPad | \$100 | \$294 iPad + \$99 Logitech Case = \$393 |
| Stolen iPad (Police Report Required) | \$50 | \$393 |
| iPad Repairs - Accidental Damage | \$20 | \$294 |
| Purposeful/Intentional Damage | \$300 | \$393 |
| Power Adapter (Lost) | \$10 | \$20 |
| Power Cord (Lost) | \$10 | \$20 |

iPad Consequences for Inappropriate Use:

Noncompliance with the policies of the DC West Community Schools 1:1 iPad Program Procedures, Student Handbook, or Acceptable Use of Computers/Network Policies will result in loss of privileges, disciplinary action, and/or criminal prosecutions deemed appropriate. All inappropriate behaviors are subject to the Student Handbook. Additional consequences for inappropriate iPad behaviors may occur as described in the 1:1 iPad Program Procedures.

Electronic mail, network usage, and all files stored on a school-issued iPad are not to be considered confidential and may be monitored at any time by designated DC West Community Schools staff. The district will refer student misconduct to law enforcement and will cooperate fully with local, state, or federal officials in any criminal investigation, particularly those concerning or relating to violations of computer crime laws.

Consequences:

The consequences for students who abuse their iPad privileges can include anything from partial to total loss of iPad privileges to iPad suspensions.

Example Violations:

- Unattended iPad
- Inappropriate/unauthorized apps, games, chat, email, Skype (video), or music without permission.
- Voice and/or Video recording without staff permission
- Abuse of iPad
- Printing Inappropriately
- Inappropriate Pictures (desktop, screensaver, saved files, etc.)
- Inappropriate Internet Site
- Inappropriately Accessing School Network (Hacking)
- Deleting profiles or the Student Handbook

The administration retains the right to suspend the student's iPad for any period of time if the offense warrants or for any offense not listed on this sheet. This includes suspending the iPad for the remainder of the semester or school year.

The DC West Community Schools District is not liable for and disclaims any liability arising from any injury or damage caused by or stemming from unauthorized access to the network or inappropriate use of authorized access to the network.

A student and the student's parents or guardians agree to release the School district from any liability for physical or emotional harm or damage resulting to the student that is caused by or related to the inappropriate use of the iPad network.

Section 8: iPads Home over Summer Months

All students in Grades 7-12 will be keeping their school-issued iPads at home over the summer.

It is important to note that even during the summer months, your child's school-issued device is monitored by Content Keeper, the district's filtering and monitoring system. These devices are the property of Douglas County West Community Schools and should only be used by the student it was issued to.

PARENTS:

- Talk to your children about staying safe online.
 - Discuss inappropriate contact.
 - Discuss inappropriate content.
 - Discuss inappropriate conduct.
 - Discuss how to use the device appropriately.
- Have regular conversations with your children about online safety and security.
- Limit the amount of time your child spends using his/her device.

STUDENTS:

- Keep the device inside its protective case.
- Keep the device clean by using a slightly damp cloth to wipe the iPad & keyboard.
- Keep the device in a safe place to avoid damage/loss.
- Use the device for learning!

REMINDERS:

- You are still responsible for taking care of the device
- The device must be returned in good working order when school resumes in the Fall.
- If you will not be returning to DC West, contact the school to return the device. It is your responsibility to return it to DC West, otherwise, we will file a police report.

1:1 iPad Program & Technology Use Agreement

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT AGREEMENT

To make sure that all members of Douglas County West Community Schools understand and agree to these rules of conduct, Douglas County West Community Schools asks that you, as a **student user**, sign the following statement:

I have received and read a copy of the Internet Safety and Acceptable Use Policy adopted by the Douglas County West Community Schools. I understand and will abide by those district guidelines and conditions for the use of the facilities of Douglas County West Community Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked, and school disciplinary action and/or appropriate legal action will be taken.

I [The Student] agree that I have read and will comply with all policies and procedures within the 1:1 iPad Program.

I agree not to hold Douglas County West Community Schools, any of its employees, or any institution providing network access to Douglas County West Community Schools responsible for the performance of the system or the content of any material accessed through it.

I [DC West Student] have viewed the [iPad informational Presentation](#) on the school website. I have also read the iPad informational packet and understand the rules and regulations of the DC West iPad 1:1 program. I agree to follow the rules and regulations of the program and understand that if I do not, consequences and costs may occur.

Printed Student Name _____ Grade _____

Student Signature _____

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

PARENTS/GUARDIAN AGREEMENT

To make sure that all members of Douglas County West Community Schools understand and agree to these rules of conduct, Douglas County West Community Schools asks that you, as the **parent/guardian**, sign the following statement:

I have received and read a copy of the Internet Safety and Acceptable Use Policy adopted by the Douglas County West Community Schools. I understand my student will need to abide by the district guidelines and conditions for the use of the facilities of Douglas County West Community Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should my student commit any violation, access privileges will be revoked, and school disciplinary action and/or appropriate legal action will be taken.

I [parent/guardian] agree that I have read and will comply with all policies and procedures within the 1:1 iPad Program.

I agree not to hold Douglas County West Community Schools, any of its employees, or any institution providing network access to Douglas County West Community Schools responsible for the performance of the system or the content of any material accessed through it.

I am a **parent/guardian** of a DC West student and have viewed the [iPad informational Presentation](#) with my student on the school website. I have also read the iPad informational packet and understand the rules and regulations of the DC West iPad 1:1 program. My student will follow the rules/regulations of the program and understand that if my student does not, consequences and costs may occur.

The signature on this document also indicates that I authorize Douglas County West Community Schools to create and utilize "cloud services" (i.e., Google Workspace) accounts for my student that will be under the control of DC West.

(Certain cloud services require parental permission for students regardless of the level of control over the account granted to DC West).

Parent Signature _____

Date _____

****This form must be signed by the parent & student along with the \$20 Technology (iPad Insurance) Fee each school year.**

****If the yearly Technology Fee (iPad Insurance) of \$20/year/student is not paid, the student/parents will be responsible for 100% of any iPad damages.**