



2021-22

iPad Student/Parent Handbook

Acceptable Use Policy and

Electronic Network Access Agreement

Student Pledge for iPad Use

Introduction

The focus of this One-to-One Personal Learning Program is to provide tools and resources to today's learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program.

According to studies and school reports, students who use a computing device in a one-to-one educational environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas.

Increasing access to technology is essential for that future, and one learning tool for students is the Apple iPad. The personalized, mobile, and individual use of an iPad is a way to empower students to maximize their full potential and to prepare them for high school, college, and the workplace. The iPad is a device that makes learning more engaging and accessible.

Learning happens from a continuous dynamic interaction among students, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher. Effective teaching and learning with iPads integrate technology into the curriculum anytime, anyplace.

Lincolnwood District 74 reserves the right to make any additions or alterations to this policy necessary in order to ensure the effectiveness of this initiative as well as the safety and well-being of all of our students.

Goals for Student Users

- To increase student productivity inside and outside of the classroom
- To maximize the convergence of academic resources such as textbooks, scholarly sources, and content-rich media
- To facilitate mobile learning within the school district and beyond
- To promote leadership and responsibility in one's own learning by providing constant access to educational resources
- To engage students more fully in their learning

General Information

The policies, procedures and information in this document apply to all iPads used at Lincolnwood School District 74, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classrooms. All District-owned iPads and accessories used by students remain the property of the District. The student and his or her parent/guardian shall abide by the terms and conditions for use of the iPad, including, but not limited to, this *Handbook* and Board Policy 6:235 - *Access to Electronic Networks*, Board Policy 7:180 - *Bullying and Harassment*, and Board Policy 7:190 - *Student Discipline*.

1. Receiving the iPad

Student iPads will be distributed at the start of the school year. Parents and students must have completed the following steps before the iPad is given to the student:

- The Personal Learning Device Rental Fee has been paid in full for the school year. This \$100.00 amount was included in the Lincoln Hall registration fee. There is no Personal Learning Device Rental Fee for Rutledge Hall students.
- Student and parent/guardian have read this *iPad Student/Parent Handbook and Acceptable Use Policy* and the *Lincolnwood School District 74 Student Pledge for iPad Use* (“Pledge page”).
- Student and parent/guardian have signed and returned the *Pledge* page from the *iPad Student/Parent Handbook and Acceptable Use Policy*.
- Parent/Guardian is aware that a school-issued Apple ID may be created to manage digital resources on the iPad.

2. Carrying iPads

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

- iPads must always be within the protective case and bag when transported. The bag provided can hold other flat objects (such as paper, notepads or notecards), but should not be used to carry objects that will damage or place too much pressure or weight on the iPad screen.
- Nothing may be placed or stored on top of the iPad bag when the iPad is inside.
- If the provided iPad bag or case is broken, new iPad cases and bags will be available for purchase at school.
- iPads must never be transported, stored, or used in the same location as water or other liquids.

3. Storing the iPad

When a student is not using his/her iPad, the iPad should be stored in the provided case and bag in his/her locked hallway locker, P.E. locker or classroom. Nothing should be placed on top of the iPad or its carrying case when stored. iPads must never be stored in unsupervised locations. If a student needs a secure place to store his or her iPad, he or she may check it in for storage at the Library Media Center.

Students are encouraged to take their iPads home every day after school and bring them to school fully charged. iPads should never be stored in a vehicle.

4. iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Any iPad left unattended in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the office. A student will meet with a staff member to identify and claim his or her iPad.

5. General Care of the iPad

The iPad is school property and all users will follow this handbook and the Lincolnwood School District 74 Acceptable Use Policy for this technology.

Students are responsible for the general care of the iPad they have been issued by the

District.

- The student is responsible for maintaining the iPad and keeping it in good working order.
- The student is responsible for keeping the iPad's battery fully charged for school each day.
- Cords and cables must be carefully inserted into and removed from the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, labels, marks, or other defacement that is not the property of Lincolnwood School District 74. Only labels or stickers approved by the Lincolnwood School District 74 may be applied to the iPad.
- iPads must be handled carefully and should never be dropped, tossed, or stepped on.
- iPads should not be left in places of extreme temperatures or limited ventilation (e.g., in a car).
- iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- If an iPad is stolen, the student should report the theft immediately to the school office. A District administrator will contact the Lincolnwood Police Department to file a theft report. Refer to Section 23 for procedures related to the replacement of the iPad.

6. Screen Care

- The iPad screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.
- Do not lean on the top of the iPad or on the screen.
- 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 iPad screen.
- Clean the screen with a clean, soft, dry cloth or anti-static cloth. No cleaning fluids are necessary.
- Do not bump the iPad against lockers, walls, car doors, floors, etc., as this could damage the screen.

7. Returning/Keeping the iPad

- Students at Lincoln Hall will return iPads with their accessories (charger block, charger cord, case, and bag) to the school during the final week of classes each school year or; if parent/guardian permission is given, kept during the summer break.
- All Rutledge Hall students will return the iPads to the school during the final week of classes. Students will keep accessories (charger block, charger cord, case, and bag) and bring them back the following school year.
- Student who transfer out of Lincolnwood School District 74 during the school year will return the iPad and accessories to the school office at that time.
- Students who withdraw, are expelled, or terminate enrollment at the District for any other reason must return the District iPad and all accessories, on or before the student's last day of enrollment, to his/her school office.
- If students return the charger block, cord, case or bag or any other accessories in poor condition, a charge for the replacement costs will be billed to the parent(s)/ guardian(s).
- Parents/guardians of Lincoln Hall students must pay the Personal Learning Device Rental Fee each year (or the equivalent of the total fee for three years) to keep the iPad and accessories, when leaving the District permanently.
- Parents/guardians of students who enter the District after 6th grade, leave before 8th grade, or who qualify for a Waiver of Fees have the option to pay the Personal Learning

Device Rental Fee for the years missed if they intend for their student to keep the iPad.

8. Failure to Return the iPad

If a student fails to return the iPad or accessories (including, but not limited to the charger block, cord, case or bag) upon termination of enrollment at Lincolnwood School District 74 without having paid the total three-year Personal Learning Device Rental Fee, the District may file a police report for theft, and that student and/or parent/guardian may be subject to criminal prosecution or civil liability.

9. Accounts

All accounts on the District-issued iPad (Google Apps, Apple ID, etc.) must be only those created by the School District.

10. Using the iPad at School

The iPad is intended for students' academic use at school, every day, consistent with District curricular goals and policies. Students who fail to bring their iPad to school are still responsible for completing coursework as if they had their iPad present. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed using the iPad. Students are responsible for bringing their iPads to all classes unless specifically instructed not to do so by their teacher.

11. Charging the iPad's Battery

iPads must be brought to school each day fully charged. Students need to charge their iPad every evening.

12. Wallpaper/Background photos

Inappropriate media may not be used as a wallpaper or background photo. Inappropriate media includes but is not limited to the following: the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols or pictures, and will result in disciplinary actions. Students may not use a passcode or other security log-in feature to lock the screen without the District's knowledge and permission.

13. Video, Sound, Music, Games, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Music streaming or excessive use of data or bandwidth is not allowed on the iPad. iPads will be monitored for inappropriate content. If game apps are installed, it will be at the discretion and guidance of Lincoln Hall staff members. All District-provided software/apps must be installed and available on the iPad at all times. Data storage will be through apps on the iPad and through Lincolnwood School District 74's Google Apps for Education accounts. The iPad comes equipped with both a front- and rear-facing camera and video and audio recording capacities. Students must obtain permission from an individual or group before recording, or from the teacher before recording during class. Any recording or photograph taken must have an educational or instructional purpose.

Lincolnwood School District retains the rights concerning any recording and/or publishing of any student or staff member's work or image. Students must obtain permission to publish a photograph or video/audio recording of any school-related activity.

14. Internet Access at Home

When using the iPad outside the District, the student is bound by the same policies, procedures, and guidelines as at school. Students are allowed to set up home wireless networks on their iPads, and the student or parent/guardian is responsible for any charges incurred by such use. It is incumbent upon the parents/guardians to monitor and manage student Internet activity while at home. It is the prerogative of the parents/guardians to limit or restrict iPad or Internet use at home. The District is not responsible for filtering inappropriate material or monitoring a student's Internet activity outside of school.

15. Saving to the iPad/SD74 Network Resources

Students may save work directly on the iPad. It is recommended that students also save files to their SD74 Google Apps for Education account. In addition, students are able to email files to themselves and/or their teachers. Please note: Storage space will be available on the iPad, but it is LIMITED and it will NOT be backed up in case of re-imaging or device malfunction. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunction is not an acceptable excuse for not completing or handing in schoolwork.

16. Network Connectivity

Lincolnwood School District 74 makes no guarantee that its 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.

17. Network Web Filtering

Per the Children's Internet Protection Act (CIPA), Lincolnwood School District 74 provides mandated filtering to its network. Any attempt to circumvent the District web filter will result in disciplinary action and the possible revocation of the iPad for a period of time. These attempts include, but are not limited to, using proxies, phone tethering, or Wi-Fi Hot-Spots.

18. Originally Installed Software/Apps

The software/apps originally distributed by Lincolnwood School District 74 must remain on the iPad in usable condition and be easily accessible at all times. From time to time, the school may add software/apps for use in a particular course. Periodic checks of iPads will be made to ensure that students have not removed required apps or added apps that are not authorized by the school.

19. Additional Software

Lincolnwood School District 74 will facilitate the distribution of apps required on the iPads. Students will not add non-SD74 apps to their assigned iPad without prior District approval. Students are not allowed to sync District-issued iPads to personal (not school-related) iPads or Apple IDs.

20. Inspection/ No Expectation of Privacy

Students can expect to provide their iPads for inspection by District personnel. The student has no expectation of privacy for any communication made using the iPad or for any content accessed, created, or stored on the iPad.

21. Procedure for Re-loading Software

- If technical difficulties occur, illegal software or jailbreaking has been done, or non-SD74 apps are discovered, the iPad may be restored to factory state. The

student and parent/guardian must work in conjunction with District technology staff to re-establish any District-owned apps.

- “Jailbreaking” is the act of replacing the manufacturer’s operating system with custom software, allowing the user to circumvent the manufacturer’s security and licensing restrictions. The act of jailbreaking or otherwise disrupting the configuration of the iPad voids the manufacturer’s warranty and is a violation of this Handbook. iPad privileges will be terminated and appropriate disciplinary action shall be applied for jailbreaking.
- The school does not accept responsibility for the loss of any software or files deleted due to a re-format.
- Violations of these guidelines will be addressed as outlined in this Handbook.

22. Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students will be required to update their iPads.

23. Repairing or Replacing the iPad

Except to the extent covered by warranty or insurance, as outlined below, parents/guardians are financially responsible for the loss of or damage to their child’s District-issued iPad and accessories. The District is responsible for repairing or replacing iPads that malfunction through no fault of the student.

If an iPad and/or accessories are lost, destroyed, or stolen, the student/parent will be responsible for the full replacement value of the iPad and accessories, except as provided in Section 24. The Personal Learning Device Fee will continue to be charged for subsequent school years. If an iPad is lost, stolen, damaged, or malfunctioning, the student must notify a teacher or principal as soon as possible. The student may be given a pass to take a damaged or malfunctioning iPad to the Technology Department for damage assessment or determination of malfunction.

A student with his/her iPad out for repair may request a free “rental” iPad from the Technology Department, depending on availability. Rental iPads must be turned in no later than two (2) school days after the student’s own iPad is repaired. If the rental iPad is damaged, lost, destroyed, or stolen while in the student’s possession, the student/parent will be responsible for any repair or replacement costs, except as provided in Section 24. The District is not responsible for the loss of student work or any other data lost as part of efforts to repair the iPad.

24. Apple Care Plus Accidental Damage Coverage

iPads will be covered by Apple Care Plus, which was purchased by the District. For Lincoln Hall students, Apple Care Plus extends through the three years of middle school and ends upon graduation or an exit from the District. For Rutledge Hall students, Apple Care Plus extends through the 5th grade school year. Apple Care Plus covers accidental damage from handling. The deductible payments are as follows for accidental damage that may happen:

- **\$49.00 for the first Accidental Damage from Handling**
- **\$49.00 for the second Accidental Damage from Handling**

- **After claiming two Accidental Damage for Handling events, repair costs will vary based on the damage**

The following events are EXCLUSIONS to Apple Care Plus and will **not** be covered by Apple Care Plus or the District:

- Dishonest, fraudulent, intentional, negligent, or criminal acts: The student/parent will be responsible for the full amount of the repair/replacement if damage/loss occurs in conjunction with a dishonest, fraudulent, intentional, negligent or criminal act.
- Consumables: including, but not limited to, the case, the charger block/cord, and apps/software.
- Cosmetic damage: that which does not affect the functionality of the device. This includes but is not limited to scratches, dents, and broken ports/parts.
- “Jailbreaking” or otherwise voiding the manufacturer’s warranty by altering the software.

25. Student/Parent Procedures for iPad Theft/Damage/Loss

Students must do the following in the event of damage, theft or loss of the iPad:

- Report the theft, loss, vandalism or damage to a teacher who will provide a pass to go inform the Technology Department.
- A District administrator will notify the local police immediately upon discovery of theft, fire, or vandalism.
- Do everything possible to protect the property from further loss.

26. Claims

Once a claim is made, Apple makes a determination whether the iPad will be repaired or replaced. See Sections 23 and 24 for further information on repair or replacement of the iPad.

27. Waiver of and Indemnification for District iPad-Related Claims

By signing the *Acceptable Use Policy & Electronic Network Access Agreement* below, you acknowledge and agree that:

- (a) you have read, understand, and agree to follow all responsibilities outlined in this Handbook and agree to be bound by this Handbook;
- (b) the District-issued iPad was delivered in good working order and that it must be returned to the District in good working order;
- (c) you waive any and all iPad-related claims you (or your heirs) may have against District 74, its Board of Education, or any of its employees or representatives;
- (d) you will indemnify and defend District 74, its Board of Education, and any of its employees or representatives from any and all iPad-related claims arising from a violation of this Handbook.

Acceptable Use Policy and Electronic Network Access Agreement

Statement of Responsibility

- The use of Lincolnwood School District 74's technology equipment and network is a privilege, not a right. The privilege of using the technology resources provided by Lincolnwood School District 74 is not transferrable or extensible by a student to people or groups outside the District and terminates when a student is no longer enrolled in Lincolnwood School District 74.
- This Handbook is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of the iPad tablet computer. If a person violates any of the Policies, Procedures and Information named in this handbook, privileges may be terminated, access to the District's technology resources may be denied, and the appropriate disciplinary action shall be applied. The Lincolnwood School District 74 Student Conduct and Discipline policy shall be applied to student infractions.
- The act of jailbreaking an iPad computer voids any warranty and is in strict violation of Acceptable Use and the guidelines in this handbook. iPad privileges will be terminated and appropriate disciplinary action shall be applied.
- Internet access is available on every computer with network access in Lincolnwood School District 74. Network administrators will make reasonable efforts to maintain reliable service. They cannot, however, absolutely guarantee that the system will always be available or operating correctly.
- **Student users should assume that none of their data accessed, created, or stored on their iPad is private or confidential, and there is no expectation of privacy in the iPad.**
 - Any communication or data accessed, created, or stored on the iPad may be subject to review by school administration.
 - The District may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy.
- The user is responsible for what he/she says and does with the iPad and on the network. Therefore, it is important for the user to stop and think before communicating and to show respect for other people and for their ideas.

Parent/Guardian Responsibilities

- Talk to your student about values and the standards that your student should follow when using the Internet just as you would on the use of all media information sources such as television, telephones, movies, and radio
- Monitor your student's Internet activity and instruct your student on proper digital citizenship
- Review the Parent/Student iPad Handbook with your child and make sure you and he or she understands fully the expectations on the use of the iPad at all times
- Monitor your student's account activity (email, online activity, photos, videos, etc.)
- Help your student maintain the iPad as a personal learning tool in the pursuit of academic success
- Parent/guardian agrees to indemnify Lincolnwood School District 74 for any losses, costs, or damages, including reasonable attorneys' fees, incurred by District 74 relating to, or arising out of, any violation or breach, by the student/user, of this Handbook Policy,

or any other terms or conditions governing the use of District 74's electronic network.

School Responsibilities

- Provide e-mail access to its students
- Provide Internet access and filtering of inappropriate materials as able while at school
- Provide network data storage areas. These will be treated similar to school lockers, meaning that Lincolnwood School District 74 reserves the right to review, monitor and restrict information stored on or transmitted via Lincolnwood School District 74 owned-equipment and to investigate inappropriate use of technology resources. Privacy should not be assumed.
- Provide staff guidance to aid students in doing research and help monitor and ensure student compliance with the Acceptable Use Policy

Student Responsibilities

- Use computers/devices in a responsible and ethical manner, and in accordance with this Handbook
- Obey general school rules concerning behavior and communication that apply to the iPad as well as all technology resources and network use according to the Lincolnwood School District Student Acceptable Use Policy and Network Access Agreement
- The Student Pledge for iPad Use must be reviewed and signed each year
- The Student Acceptable Use and Network Access Policy is available here in this handbook as well as in the official Parent/Student Handbook (online and hardcopy). Students and their parents/guardians must sign these documents each year as part of this Handbook.
- Use all technology resources in an appropriate manner so as not to damage school equipment. This “damage” includes, but is not limited to, jailbreaking the iPad (therefore voiding warranty), the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the students’ own negligence, errors or omissions.
- Help Lincolnwood School District 74 protect its computer network and devices by contacting a teacher or principal about any security problems that may be encountered
- Monitor all activity on your account(s) and keep passwords private and uncompromised
- Always put the iPad to sleep after use and secure the iPad in the carrying case to protect your work and information
- If you should receive email or other electronic message(s) containing inappropriate or abusive language or if the subject matter is questionable, report it to a teacher or principal
- Return the iPad & accessories to your teacher at the end of each school year for check-in, unless you are a Lincoln Hall student with parent/guardian permission to keep the device over the summer break. Students who withdraw, are expelled, or terminate enrollment at Lincoln Hall Middle School for any other reason must return the iPad tablet computer on the date of termination to the school office.
- Avoid any Unacceptable Use of the iPad. Each student is responsible for his or her actions and activities involving the network. Any use which disrupts the proper and orderly operation and discipline of schools in District 74; threatens the integrity or efficient operation of the District's electronic network; violates the rights of others, is primarily intended as an immediate solicitation of funds; is illegal or for illegal purposes of any kind; or constitutes gross disobedience or misconduct is an unacceptable use.

Use of the District's electronic network for any unacceptable use will result in the suspension or revocation of electronic network privileges, disciplinary action, and/or appropriate legal action.

Students Using iPads or the District's Network Will NOT:

- Access, submit, post, publish, display or create any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, intimidating, threatening, racially/religiously offensive, harassing, illegal or other material unsuitable in the educational setting or unrelated to the District's educational program.
- Trespass in others' folders, work, or files (including but not limited to, financial, employee, or other student's information), or gain unauthorized access to resources or entities.
- Access, retrieve, view, or disseminate any material in violation of any federal or state laws or regulation, or District 74 policy or rules. This includes, but is not limited to: improper use of copyrighted material. All users are not allowed to download, copy, print or otherwise store or possess any data which violates federal or state copyright laws or these guidelines.
- Attach or forward images or other files with content inappropriate for an educational setting.
- Mask, alter or hide their identity, use another person's account, or otherwise misrepresent who they are.
- Use chat rooms, instant messaging, or other forms of direct electronic communication, unless said use is sponsored and/or granted by the District.
- Send bulk and/or unsolicited email (SPAM).
- Attempt to do any of the above.

Student Discipline

The discipline procedure in Lincolnwood School District 74 Parent/Student Handbook addresses serious and major offenses such as stealing and destruction of school or personal property, which apply to the iPad tablet computer. Depending on the seriousness of the offense, students may lose iPad and/or technology resource/network privileges as well as being held for detention, suspension or even in extreme cases, expulsion.

Lincolnwood School District 74 Student Pledge for iPad Use

1. I will take full responsibility for my assigned iPad.
2. I will never leave my iPad unattended.
3. I will never loan out my iPad to other individuals.
4. I will know where my iPad is at all times.
5. I will charge my iPad battery daily.
6. I will keep food and beverages away from my iPad.
7. I will not disassemble any part of my iPad or attempt any repairs myself.
8. I will protect my iPad by only carrying it in the case and bag provided.
9. I will use my iPad in ways that are appropriate, meet school expectations and are educational.
10. I will not place decorations (such as stickers, markings, etc.) on the iPad.
11. I will not deface the Lincolnwood SD74 asset tag or any other District label on any iPad.
12. I understand that my iPad is subject to inspection at any time without notice and remains the property of Lincolnwood School District 74.
13. I understand that data on my iPad is not my private or confidential data. Communication or data may be subject to review by school administration. If Lincolnwood School District 74 has reasonable cause to believe that my account on a social networking website contains evidence that I have violated a school disciplinary rule or policy, then District 74 may conduct an investigation, and I agree to cooperate in any District investigation.
14. I will follow the policies and guidelines outlined in the *Student/Parent iPad Handbook* and the *Acceptable Use Policy* while at school, as well as outside the school day.
15. I will notify the principal and understand that a police report will be filed in the event of fire, theft, or vandalism to my iPad.
16. I will be responsible for all damage or loss to my iPad, carrying case, charger cord, charger block and any other accessories.
17. I agree to return the District iPad, carrying case, charger cord, charger block and any other accessories, in good working condition when the school collects them.

We understand and agree to the stipulations set forth in the above document, including the iPad Student/Parent Handbook; the Acceptable Use Policy and Electronic Network Access Agreement for Students, and this Student Pledge for iPad Use.

Print Student's First & Last Name **CLEARLY**

Grade Level

Student Signature

Date

Parent/Guardian Signature

Date