

## **iPad Acceptable Use Policy and Use Guide**

### **READ CAREFULLY**

#### **Damage to iPads**

##### **Parent/Student Financial Responsibility for Repairs**

**Students/Parents are responsible for a service fee of \$49 dollars for any 2 instances of breakage or damage to the iPad.** The fee is due at the time a claim is submitted. Students/Parents are responsible for the total cost of damage to an iPad after the third incident of damage.

If a student damages an iPad, he/she will check out a loaner iPad or be provided with access to classroom technology such as a computer for use during the school day. Loaner iPads must be checked out daily from the school library.

Students may also be issued textbooks to assist with school work until his/her iPad is repaired and returned. Students are encouraged to take VERY good care of their iPad device.

#### **Lost iPads**

iPads are valuable and portable. This means they can easily be lost. Anytime an iPad goes missing, it must be reported to the school immediately. The faster it gets reported, the sooner we can start working on looking for it. Students don't want to get in trouble so they are reluctant to report that their iPad is missing. This means the loss of valuable time the District needs in order to start trying to locate the missing iPad.

Students have always been responsible for valuable District property. Textbooks, library books, musical instruments, laptops, etc. are frequently loaned to students to use during a school year. The District has a clear policy *BP 6161.2* (below) regarding who is responsible for lost or damaged District property on loan to students. Based on that policy, parents/students are responsible for loss or damage to iPads. The cost of reparation is equal to the current replacement cost of the iPad or iPad accessory.

#### **Replacement Costs are as follows:**

iPad Replacement fee - \$484.00  
iPad Case fee - \$18.00  
30 pin cable - \$11.00  
Lightning cable - \$14.00  
Power brick - \$22.00

Accessories are pictured as follows:



Total liability for the iPad and all accessories is - \$549.00. This is comparable to a student losing a backpack full of textbooks.

Parents who do not want to assume this liability or who worry about whether their child is responsible enough to care for an iPad as a take-home item may opt to have a student check out and return an iPad from school daily. Students on daily checkout are still responsible for loss or damage to the iPad while it is checked out to them. However the concern about potential damage or loss to the device while the student is not at school is removed.

Parents may pay for lost equipment in one of the following ways:

- pay in full at time of loss
- payment plan (to be determined at school where iPad was reported lost)
- 50% cost to replace + community service (reduced lunch)
- \$50 + community service (free lunch)

If a lost iPad is found in good working condition, parents will be reimbursed for any amount of money they have paid to replace the lost item. If the iPad is found but is not in good working condition, parents will be charged for the cost to repair the iPad per the information above under **Parent/Student Financial Responsibility for Repairs.**

### **Stolen iPads**

SUHSD has a very low theft rate for iPads and wants to continue keeping students and iPads safe from thieves. In the event an iPad is stolen, a police report must be filed immediately in order to activate our theft protection program. Our theft protection program promises to find the device. Think of it as an insurance policy. In order for us to be eligible for the theft protection coverage, we need to comply with the policy's timelines. Therefore, stolen iPads reported more than 14 days after a device is stolen will result in the parent/student being liable for replacement of the device because it wasn't reported in a timely manner. because our theft recovery program requires us to file a police report immediately.

If a parent/student is unclear about whether an iPad was lost or stolen, report it to the school as stolen. Let law enforcement help determine whether the iPad is lost or stolen.

Since iPads are school property, parents do not have to file the police report, the school will. However, parents and students will be asked to meet with law enforcement and school officials to help complete the report.

Parents and students are not responsible for replacement costs of stolen property unless the student is negligent and/or contributes to the iPads being stolen. Negligence is anything the student does that violates the iPad Acceptable Use Policy which results in theft or loss. For example, a student who loans his/her iPad to a friend who leaves the iPad in an unsecured location, resulting in theft, would be negligent under the iPad Acceptable Use Policy since it clearly states that students are not to loan their iPads to anyone - this includes family members such as siblings, aunts, uncles, etc.

**Instruction**

BP 6161.2

**DAMAGED OR LOST INSTRUCTIONAL MATERIALS**

The Board of Trustees recognizes that instructional materials are an expensive resource and that each student is entitled to sufficient instructional materials in accordance with law. Instructional materials provided for use by students remain the property of the district. Students are responsible for returning borrowed materials in good condition, with no more wear and tear than usually results from normal use.

*(cf. 1312.2 - Complaints Concerning Instructional Materials)*

*(cf. 1312.4 - Williams Uniform Complaint Procedures)*

*(cf. 3260 - Fees and Charges)*

*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*

When materials are lost or so damaged that they are no longer usable, the student shall be immediately issued a replacement material. However, students or parents/guardians shall be responsible for reparation equal to the current replacement cost of the materials. When materials are damaged but still usable, the Superintendent or his/her designee shall determine an appropriate charge.

If it can be demonstrated to the Superintendent or his/her designee's satisfaction that the student has taken all reasonable precautions to safeguard instructional materials issued to him/her, the Superintendent or his/her designee may excuse the student or parent/guardian from payment of reparation.

If reparation is not excused and not paid by the student or parent/guardian, the district may withhold the student's grades, diploma and transcripts in accordance with law, Board policy, and administrative regulation.

*(cf. 3515.4 - Recovery for Property Loss or Damage)*

*(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)*

*(cf. 5131.5 - Vandalism, Theft and Graffiti)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

*Legal Reference:*EDUCATION CODE

48904 Willful misconduct; limit of liability of parent or guardian

48904.3 Withholding grades, diplomas or transcripts of students causing property damage or injury

60119 Public hearing on sufficiency of materials

60411 Purchase and use; property of district

CIVIL CODE

1714.1 Liability of parent or guardian for act of willful misconduct by a minor

CODE OF REGULATIONS, TITLE 5

305 Student responsible for care of property

*Management Resources:*WEB SITES

California Department of Education: <http://www.cde.ca.gov>

**Policy**

adopted: November 17, 2008

**SWEETWATER UNION HIGH SCHOOL DISTRICT**

Chula Vista, California

## **Parent iPad Guide to Student Use**

### **READ CAREFULLY**

#### **Returning your iPad**

iPads with accessories (cases, chargers, power bricks) will be returned to the school library if/when students transfer to other schools **including within SUHSD school district**. The same applies to students who are expelled or terminate enrollment out of the Sweetwater Union High School District schools or programs.

***All other students will return their iPads (with cases) at the end of the school year during the final week of school.*** Students will keep their charging cables and power bricks during summer vacation. When they check out another iPad in July, they will use the charging cable and power brick that was originally issued to them. **NOTE:** Power bricks should last forever but charging cables can be fragile depending on how well students take care of them. Parents may replace faulty or lost bricks or cables using any vendor they choose. Pricing for these items varies greatly depending on the vendor. However, the replacement brick or cable should be Apple approved. The following list of vendors and item numbers can be used by parents who wish to buy replacement cables or power bricks for students:

#### AC Chargers

Apple store/Part #MD836LL/A

Apple 12W USB Power Adapter

#### 30-pin cables

Part number 601004

[www.cablematters.com](http://www.cablematters.com)

#### Lightning cables

[www.monoprice.com](http://www.monoprice.com)

Product ID: 10558

Students/Parents will be responsible for any damage to the iPad, consistent with the SUHSD's iPad AUP and must return the iPad and accessories to the Library Media Center in satisfactory condition.

#### **iPad Care and Maintenance**

The iPad is school property and all users will follow this policy and the Sweetwater Union High School District Acceptable Use Policy for this technology. Students are responsible for the general care of the iPad. iPads that are broken or fail to work properly must be taken as soon as possible to the School Library Media Center for an evaluation of the equipment.

#### **General Care and Precautions**

1. Only use a clean, soft cloth to clean the screen, no cleansers of any type. Do not use liquid cleaners to clean your iPad screen. Do not submerge your iPad in water or any cleaning solution. Your iPad screen is glass. Do not "bump" the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen. Avoid placing too much pressure and weight on your iPad screen.
2. You must use the heavy duty Uziball iPad case provided by Sweetwater Union High School District at all times. You must not take off any School District labels, barcodes, or tags. Cords and cables must be inserted carefully into the iPad to prevent damage.

3. iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the Sweetwater Union High School District.
4. iPads must never be left unattended in a classroom, unlocked locker, school common area, other public facility such as a library or restaurant, or unlocked car.

### **Home Internet Access**

Home wireless Internet access is **not required** by Sweetwater Union High School District. Educational activities can be completed without home access. Electronic textbooks installed on student iPads can be accessed without an Internet connection. Students are allowed to connect to home wireless networks on their iPads.

### **Filtering at Home**

When students are at school, they access the Internet through a content filter that applies child Internet safety policies to student iPads. This means that students are restricted from accessing websites that may have inappropriate content when they are at school. We have created a profile on student iPads that apply the same filtering policies to student iPads when accessing the Internet from home. Parents who think their child may be able to access inappropriate content from a home wireless devices should contact their child's school immediately.

Parents should note that filtering policies don't always function when students use free public wi-fi networks like those found at Starbucks or similar stores offering free wi-fi. The District is not responsible for content students access via public networks outside of school. The best rule of thumb for parents is to not allow their children to use their iPads on public networks.

### **SOFTWARE ON IPADS**

#### **Apple IDs for Students**

Beginning the 2014-15 school year, all students will have a personal Apple ID assigned to them by SUHSD. Unlike Apple IDs for Apple customers, these IDs will not require students to enter personal or credit card information. The Apple ID will be associated with their Sweetwater issued e-mail address. When a student activates his/her Apple ID with Apple, the applications or apps SUHSD has purchased for students will download automatically to their iPad. When this happens, Apple's App Store is visible to students. This means students will be able to download any free application the App Store offers. Students will be most interested in games they can play on their iPads. While students will have the freedom to download games from the App Store, we advise parents to review what students have downloaded to determine whether the game is appropriate. Periodic checks of iPads will be made to ensure that students have not added Apps that are not school appropriate as defined by the Student Usage Guide, Acceptable Usage Policy, and all applicable laws. All items contained on the iPad must be school appropriate and follow all school guidelines whether personal or not. **Students must remember the iPad is property of Sweetwater Union High School District.**

## **Student iPad Usage Policies**

### **READ CAREFULLY**

- The iPad, an educational tool, is the property of the Sweetwater Union High School District. It may be confiscated and inspected at any time. The student should have NO expectation of privacy of any materials found on an iPad.
- Sweetwater Union High School District iPads are provided as an educational tool for school work. While iPads may be used for personal purposes, it is first and foremost for use with school-related activities and assignments. Students are encouraged to think of the school-issued iPad like they would any other school owned instructional device or material and take care accordingly.
- Sweetwater Union High School District encourages students to take their iPad home daily for class work and to recharge the iPad daily. **All iPad rules and regulations apply at all times, both during the school day and at home.**
- Students **must** bring a fully charged iPad to school every day. 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 classroom/school consequences.
- Sweetwater Union High School District makes no guarantee, written or implied, that materials on the iPad, including student work, will be safe from deletion or corruption, accidental or otherwise. It is good practice to back up, duplicate, e-mail, or archive files to Google Drive. **All students have a Google Drive account** with 15 GB of storage space.
- The iPad comes equipped with both a front and rear-facing camera and video capacities. Student must request permission before recording an individual or group. Recording must be used appropriately in an educational manner. Sweetwater Union High School District reserves all rights concerning any recording and/or publishing of any student or staff member's work or image. Students must obtain school permission to publish a photograph or video of any school related activity.
- iPads must remain free of any writing, drawing, stickers, or labels that are not property of the Sweetwater Union High School District. District affixed labels and tags shall not be removed from iPads.
- Inappropriate or provocative images including but not limited to: pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and subject to classroom/school consequences.
- 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.

## **iPad ACCEPTABLE USE POLICY**

### **Statement of Responsibility**

The use of the iPad is a privilege. The user is responsible for what he/she says and does on his/her school assigned iPad. 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 should know that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration.

### **Parent/Guardian Responsibilities**

Talk to your student about values and the standards that your student should follow on the use of the Internet just as you would on the use of all media information sources such as television, telephones, movies, and radio.

**Take extra steps to protect your child.** Encourage your child to use and store the iPad in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your child to help enforce safe browsing habits. Children often model adult behavior.

**Go where your child goes online.** Monitor the places that your child visits. Let your child know that you're there, and help teach her/him how to act as s/he works and socializes online.

**Review your child's friends list.** You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.

**Understand sites' privacy policies.** Internet sites should spell out your rights to review and delete your child's information.

**Limit the time your student is on the iPad.** While the iPad is a very engaging device, it is a school work device. Care and constant monitoring will reduce your child's exposure to excessive use. Students should not have access to an iPad after 10 PM.

**Report unwelcome or malicious online threats.** Report in a timely fashion to the school any online interactions that can be considered threatening.

**Help your child develop a routine.** Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the iPad is cared for and when and where its use is appropriate.

**Take a look at the apps or programs.** It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the iPad.

**Read and share with your child the SUHSD care and use policies.** By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.

**Please explain to your child that his/her iPad may be selected at random to provide their iPad for inspection.** Your child should have NO expectation of privacy of any materials found on an iPad.

**Remind your child to bring his/her iPad to school daily.** If your child leaves his/her iPad at home, he/she is responsible for getting the course work completed as if he/she had an iPad present.



### **School Responsibilities**

- Provide Canvas LMS, Internet and Email accounts and access to all students.
- Provide Internet filtering/blocking of inappropriate materials while at school.
- Provide “cloud” storage via Google Drive. Sweetwater Union High School District reserves the right to review, monitor, and restrict information stored on or transmitted via SUHSD owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.
- Provide access to digital citizenship curricula via Canvas LMS.

### **Student Responsibilities**

- Using iPads/digital devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to network use and according to the SUHSD Acceptable Use Policy.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by the students’ own negligence, errors or omissions. Use of any information obtained via SUHSD’s designated Internet System is at your own risk. SUHSD specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping SUHSD protect our computer system/iPad by contacting an administrator about any security problems they may encounter.
- Monitoring activity on their account(s).
- If a student should receive email or other electronic message containing inappropriate, threatening or abusive language or if the subject matter is questionable, he/she is asked to contact a school administrator.
- Returning their iPad to the school Library/Media Center at the end of each school year. Students who move schools, are expelled or terminate enrollment at Sweetwater Union High School District must return their individual school iPad on the last day of attendance.

### **Student Activities Strictly Prohibited**

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing SUHSD Board Policy, or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of sites to sell or buy term papers, book reports and other forms of student work
- Messaging services and chat rooms (i.e.: MSN Messenger, ICQ, etc.) without prior staff permission
- Internet/computer games with inappropriate content (i.e. extreme violence)
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc)
- Downloading non-school inappropriate Apps
- Spamming or sending mass or inappropriate emails
- Gaining access to other student’s accounts, files, and/or data
- Use of the school’s Intranet/E-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications through web services such as MSN Messenger, Yahoo Messenger, Facebook, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior

- Vandalism (any malicious attempt to harm or destroy hardware, software or data) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing the Sweetwater Union High School District's web filter through a web proxy or Virtual Private Network (VPN)
- "Jail-breaking" of an iPad for any purpose
  - Other activities deemed inappropriate by SUHSD

### **Student iPad Care**

- iPad batteries must be charged and ready for school each day.
- Students will be held responsible for maintaining their individual iPads and keeping them in good working order.
- Only labels or stickers approved by Sweetwater Union High School District may be applied to the iPad device and/or iPad device protector/cover.
- iPads that malfunction or are damaged must be reported to the Library/Media Center. SUHSD Information Technology Services will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally.
- Students are responsible for any and all damage.
- iPads that are stolen must be reported immediately to the school.

### **Following the Law**

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action in accordance with all applicable District, state, federal laws. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

### **Student Discipline**

The discipline procedure in the SUHSD Student Handbook addresses serious and major offenses such as stealing and destruction of school or personal property; cell phone user policy; possession of improper images on any electronic device; or any other violation of the school discipline policy will apply to the iPad device. Depending on the seriousness of the offense students may lose iPad and/or network privileges as well as being held for detention, suspension or even in extreme cases expulsion.

## Student/Parent iPad Usage Agreement 2014-15

**Students: This form must be turned in to librarian on the day your iPad is issued.**

**I/We have read the above SUHSD guides for students and parents. We have also reviewed the SUHSD iPad acceptable use policy carefully.**

**I agree to be responsible for taking good care of my iPad and to follow all school rules.**

**I agree to leave the protective case that comes with my iPad on my iPad at ALL times.**

**I agree to keep my iPad Charger and Power Brick in a safe place at all times.**

**I understand my financial liability for a lost or damaged iPad.**

**I understand the consequences for breaking school rules with my iPad.**

Student's Name (print): \_\_\_\_\_ Student ID \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent/Guardian's Name (print): \_\_\_\_\_

Parent/Guardian Email Address: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Students and parents share the responsibility to care for the iPad issued by the Sweetwater Union High School District. Apple, Inc. warranty coverage is limited. Parent(s) agree to pay a service fee of \$49.00 in the event that the iPad is damaged. \_\_\_\_\_ (initial here) Lost or stolen iPads must be reported immediately to school administrators (Principal or Assistant Principal) \_\_\_\_\_ (initial here)*

*The receipt of an iPad will meet the Williams Legislation for some courses as listed below. This legislation states that every school in the district is required to provide "Sufficient" instructional materials for all students in the core subject areas of mathematics, English/language arts, history/social science and science (plus health and world languages). Each pupil including English learners must have textbooks or instructional materials, to use in class and at home. Textbooks for General Science 1 Health, Math, and the supplemental Rhetorical Approach Reader/Work---text for*

*English will be uploaded to the iPad to meet this state requirement.*