

# Yuma School District One

## PERSONALIZED LEARNING:

### WHAT YOU NEED TO KNOW

### AN IPAD HANDBOOK FOR STUDENTS AND FAMILIES



<b>INTRODUCTION</b>	<b>3 - 4</b>	<b>PICTURES, CONTENT AND DATA</b>	<b>9</b>
<ul style="list-style-type: none"> <li>• What is Personalized Learning?</li> <li>• Vision Statement</li> <li>• Why provide an iPad for every student?</li> <li>• Opting Out</li> <li>• Receiving the iPad</li> <li>• Returning the iPad</li> </ul>		<ul style="list-style-type: none"> <li>• Cameras and Microphones</li> <li>• Lock Screen and Background Photos</li> <li>• Sound, Music and Games</li> <li>• Putting Your Own Music and Games on the iPad</li> <li>• Creative Commons: Students as Content Creators</li> </ul>	
<b>IPAD BASICS</b>	<b>4</b>	<b>EXPECTATIONS FOR USING THE IPAD</b>	<b>10 - 12</b>
<ul style="list-style-type: none"> <li>• What Is an iPad?</li> <li>• What Makes It Go?</li> <li>• Does the iPad Come with a Case?</li> <li>• What Do I Do with the iPad When I'm Not Using It?</li> </ul>		<ul style="list-style-type: none"> <li>• Expectations for Students <ul style="list-style-type: none"> <li>○ Responsible Uses</li> <li>○ Behavior That Will Not Be Tolerated</li> </ul> </li> <li>• Expectations for Parents and Guardians <ul style="list-style-type: none"> <li>○ Set Expectations</li> <li>○ Monitor and Limit iPad Use</li> <li>○ Parent Checklist for Educational Apps</li> <li>○ Filter Access</li> <li>○ Monitor Student Progress</li> <li>○ Email Communications</li> </ul> </li> <li>• Digital Citizenship <ul style="list-style-type: none"> <li>○ Using Technology Appropriately</li> <li>○ District Responsibilities</li> <li>○ Student Responsibilities</li> <li>○ Parent Responsibilities</li> </ul> </li> </ul>	
<b>CARING FOR YOUR IPAD</b>	<b>5</b>	<b>DAMAGED, LOST OR STOLEN IPADS</b>	<b>13</b>
<ul style="list-style-type: none"> <li>• How Do I Care for My iPad?</li> <li>• How Do I Care for the Screen?</li> <li>• How Do I Care for Cables and Cords?</li> <li>• How do I transport the iPad To Protect It from the Weather?</li> </ul>		<ul style="list-style-type: none"> <li>• AppleCare+</li> <li>• Damaged Devices and Technical Problems</li> <li>• Lost or Stolen iPads</li> </ul>	
<b>KEEPING YOUR IPAD SAFE</b>	<b>6</b>	<b>CONSEQUENCES FOR LOST, STOLEN, INTENTIONAL DAMAGE TO, OR MISUSE OF AN IPAD</b>	<b>14</b>
<ul style="list-style-type: none"> <li>• How Do I Keep My iPad Safe?</li> <li>• Is the Information on My iPad Safe?</li> </ul>			
<b>USING THE IPAD AT SCHOOL</b>	<b>6 - 7</b>	<b>STUDENT IPAD &amp; NETWORK RESPONSIBLE USE AGREEMENTS</b>	<b>15-16</b>
<ul style="list-style-type: none"> <li>• Is the Battery Fully Charged?</li> <li>• How Will I Save the Work I Do on the iPad?</li> <li>• What If the iPad Is Being Repaired?</li> <li>• I Have My Own Device. Do I Have to Use the School's iPad?</li> </ul>		<ul style="list-style-type: none"> <li>• Elementary School</li> <li>• Middle School</li> </ul>	
<b>USING THE IPAD AT HOME</b>	<b>7</b>	<b>PUBLICITY POLICY</b>	<b>17</b>
		<b>OTHER RESOURCES</b>	<b>17</b>
<b>APPS AND MODIFICATIONS ON THE IPAD</b>	<b>7 - 8</b>	<ul style="list-style-type: none"> <li>• District Policies about Technology</li> <li>• Sources Consulted</li> </ul>	
<ul style="list-style-type: none"> <li>• District-Owned Apps</li> <li>• Downloading Your Own Apps</li> <li>• Using Your iPad, iTunes Account, or Your District-Owned Email Account to Subscribe to Web-Based Applications and Sites</li> <li>• Software and Operating System Updates</li> <li>• iPad Content Is Not Private.</li> <li>• Unauthorized Modifications to the Operating System; Hacked iPads</li> </ul>			



**Yuma School  
District One**  
*ONE Community Pursuing Excellence*

# INTRODUCTION

We are excited to provide an iPad for every Yuma School District One student. We believe having their own iPads will help our students learn in the ways they learn best. At the same time, students will be sharpening the technology skills that are now essential in nearly every aspect of career and life.

Each student's iPad will open a new world of learning possibilities. It will also give each student -- and every parent or guardian -- important new responsibilities. In the pages that follow, we introduce you to student iPads, explain caring for an iPad, answer some questions you may have, and list the most important rules for using an iPad safely.

## WHAT IS PERSONALIZED LEARNING?

"Personalized learning is tailoring learning for each student's strengths, needs and interests-- including enabling student voice and choice in what, how, when, and where they learn-- to provide flexibility and supports to ensure mastery at the highest standards possible." (*Mean What You Say: Integrating Personalized, Blended and Competency Education*. Patrick, Kennedy, Powell, iNACOL 2013.)

**Empower every student and educator to utilize digital tools for high achievement and innovative excellence**

Students engage in personalized learning driven by the expertise of their teachers and the digital world.

Teachers facilitate personalized learning through a variety of blended learning models and the use of digital content and tools.

The Yuma community supports and takes pride in its students' success in growth toward college, career and citizenship.

## WHY PROVIDE AN IPAD FOR EVERY STUDENT?

**An iPad is a powerful technology device.** When each student has an iPad just for his or her own use, teaching and learning can be personalized, the resources of the digital world become accessible, and learning becomes more relevant.

iPads include a camera, the ability to connect to wireless networks, web browsers, a word processor, and access to all sorts of easy-to-use software applications (known as "apps"). iPads also come with built-in features that make learning easy and enjoyable for everyone.

**Internet access at home is not required.** Everything a student needs to use an iPad after school can be downloaded during the school day. iPads are easy to carry and their batteries last a long time, so learning can take place anywhere.

## OPTING OUT

Students are required to use a school-issued iPad because of the instructional materials and paid programs that will be loaded on the devices for classroom learning. These materials and programs are part of the required curriculum. To ensure an equitable learning experience, all students will be required to use the iPad.

## DISTRIBUTION OF THE IPAD

- iPads will be distributed each year during the first weeks of the school year.
- Parents/Guardians and students must submit the following forms before the district/school can issue an iPad.
  - **signed iPad Handbook Signature Form**
  - **signed Parent/Student iPad Use Agreement**

## RETURN OF THE IPAD

- Responsibility for loss or damage of the iPad is the responsibility of the student and parent.
- Students transferring to another school within Yuma School District One (YESD1) must return their iPad (including case, power adapter, and cable) to the school at which the iPad was originally issued. The student will be issued another device from the new school once they have completed the in-district transfer.
- Students transferring out of or leaving YESD1 during the school year must return the iPad (including case, power adapter, and cable and any other district- or school-issued accessories) before leaving the school.

# IPAD BASICS

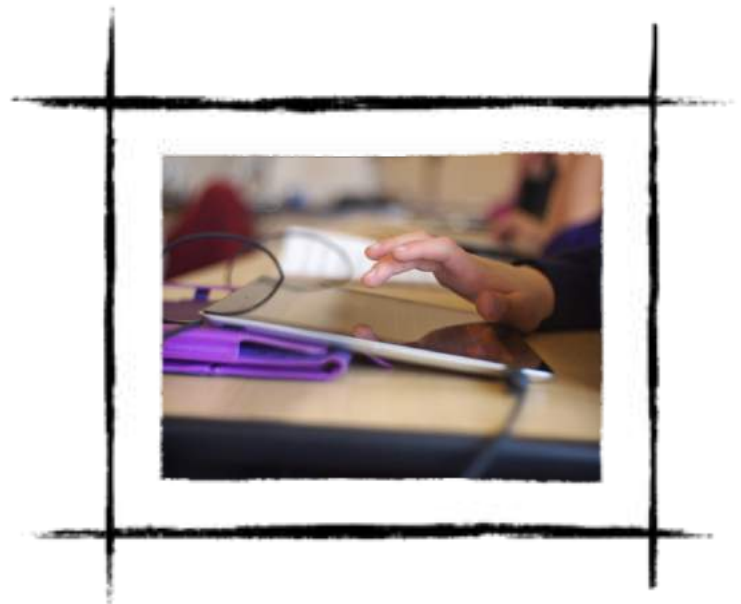
## WHAT DO I DO WITH THE IPAD

### WHEN I'M NOT USING IT?

If you are in kindergarten or first grade, you will store your iPad in your classroom. If you are in grades 2 through 8, you must store your iPad in a secure manner when you are not using it. Do not place anything on top of the iPad when it is stored.

If you are in grades 2 - 8 you may take the iPad home with you after school every day so you can prepare for the next day. We encourage you to learn on your own as well! Please check with the school regarding this practice.

Any electronic device (iPads, cell phones, etc.) can be a distraction and disrupt the sleep cycle if used right before bedtime. To discourage late-night, unmonitored use of the iPad, experts suggest that families store it and other electronic devices in a common room of the home. Families should identify a central location in your home where students can store and/or charge their devices.



# CARING FOR YOUR iPad

## HOW DO I CARE FOR MY iPad?

- When you are not using your iPad, keep the case closed to preserve battery life and protect the screen.
- Carry your iPad with two hands when walking. Don't drop it, throw it, or put heavy objects on it.
- Be careful putting your iPad in your backpack. Never swing or throw a backpack with an iPad in it.
- Keep your iPad away from food, drinks, or other liquids.
- Use only a soft, dry cloth to clean the iPad. Do not use any cleaning products on it. (Never use window cleaners, household chemicals or cleaners, ammonia, alcohol or alcohol-based products, or other abrasives to clean your iPad. They could remove the special coating and/or scratch the screen.)
- Do not use compressed air to clean ports (the little openings on the edges of the iPad where cords are plugged in).
- To protect the screen while you are moving through the halls at school, carry the iPad in front of your body and avoid bumping into other students.
- Don't leave an iPad on the floor or ground, even if it is in a bag or backpack. It could be stepped on and damaged.
- The iPad must remain free of writing, drawing, stickers or labels that are not district approved.
- The iPad must remain in the district provided protective case.

## HOW DO I CARE FOR THE SCREEN?

Be gentle with your iPad, and especially the glass screen. **You must not:**

- lean on the screen.
- stack books or other heavy objects on top of the iPad. Limit the amount of pressure applied to the screen.
- bang the iPad against walls, doors, people, or other objects.
- place liquids in a book bag or backpack containing an iPad.
- use sharp objects on the screen. It will scratch.
- use pens or pencils on the screen.
- place anything in the iPad case except the iPad.
- carry many items in your backpack with the iPad.

## HOW DO I CARE FOR CABLES AND CORDS?

Please be careful when you plug a cable or cord into your iPad. This will prevent damage to the device.

- Don't force a cable or plug into an iPad.
- Use only the district- provided Apple power adapters and extensions with the iPad.
- Label your cable and power adapter with tape that can be easily removed.
- Do not write on or make any permanent marks on the cables or power adapter.

## HOW DO I TRANSPORT THE iPad TO PROTECT IT FROM THE WEATHER?

Protect your iPad from the weather. Avoid exposing your iPad to extreme temperatures by keeping it in its case at all times. Always carry it in a backpack or book bag when outside. Also:

- Do not leave your iPad in heat above 95°F. Don't leave it in your car or in a backpack on the playground.
- Do not leave your iPad in cold temperatures below 32°F.
- Keep the iPad away from water and extreme humidity.

# KEEPING YOUR IPAD SAFE

## HOW DO I KEEP MY IPAD SAFE?

An iPad is a valuable device and could be the target of theft. To make sure this doesn't happen:

- **NEVER LEAVE THE IPAD UNATTENDED OR UNSUPERVISED.** Anytime your iPad is away from you and not at home, it is at risk of being stolen.
- Examples of areas that might be unsupervised include: unlocked classrooms, locker rooms, computer labs, the library/media center, lunchroom, restrooms, hallways, breezeways, athletic fields and playgrounds.
- Do not leave or store the iPad in a vehicle.
- Do not lend the iPad to another person. You are the only person responsible for the care and security of your iPad.
- Do not use the iPad or allow it to be visible when waiting at a bus stop or when walking around in the community.
- Carry the iPad to and from school in a school bag or backpack so that it is not visible.
- Put a Passcode on your iPad to keep others from getting your personal information on the iPad. Do not share your Passcode with anyone else.
- Each iPad has a unique identification number and district property control tag. **Do not remove the tags or modify the numbers.**
- Always shut down and secure the iPad after use to protect work and information.



## IS THE INFORMATION ON MY IPAD SAFE?

Digital identifications are things like Apple IDs, email addresses, and the usernames and passwords for online systems and accounts. They are for your use only. Do not share them with other students. Add a PIN or passcode to your iPad to prevent unauthorized access to your device and data, and never share your username and password with others. Also do not use another person's username and password.

# USING THE IPAD AT SCHOOL

Your assigned iPad is for you to do your school assignments. You must bring it to school every day with a fully charged battery. Bring your iPad to all classes, unless a teacher specifically tells you not to do so. You are responsible for completing all your schoolwork, even if you leave your assigned iPad at home.

## IS THE BATTERY FULLY CHARGED?

Students who take iPads home must bring the device to school every day with a fully charged battery. If you don't charge the battery, you may not be able to participate in classroom learning activities.

## HOW WILL I SAVE THE WORK I DO ON MY IPAD?

We recommend that you upload files to Yuma School District One Google Drive for storage. Storage space will be available on the iPad, but it will NOT be backed up. It is your responsibility to ensure that work is not lost if your iPad breaks or if you accidentally delete something. iPad malfunctions are not an acceptable excuse for not submitting work.

## WHAT IF THE IPAD IS BEING REPAIRED?

You may receive a loaner or replacement iPad, if available, when your assigned device is being repaired. If there is a delay in assigning a replacement device, your teacher will allow you to complete required coursework without an iPad. If your iPad is not working properly it must be reported to the teacher, so that troubleshooting and/or repair may begin as soon as possible.

## I HAVE MY OWN DEVICE. DO I HAVE TO USE THE SCHOOL'S IPAD?

Yes. You are required to use a school-issued iPad because of the instructional materials and programs that will be loaded on the devices

# USING THE IPAD AT HOME

Students in grades 2-8 may be able to bring their iPads home for learning purposes. All use of the district-owned device must comply with the Student iPad and Network Responsible Use Agreement. You can find this agreement at the end of this handbook and also online at <http://www.yuma.org/index.cfm?pID=15720>.

You can use your iPad to connect to wireless networks anywhere outside the school district, but anytime you use that iPad, you must follow district policies. Violations of the Responsible Use Agreement may result in disciplinary action.

## APPS AND MODIFICATIONS ON THE IPAD

### DISTRICT-OWNED APPS

Students will be using Google Apps for Education and other Internet resources. Google Apps allows users to communicate and collaborate effectively in a digital educational environment. The district has created a Google Apps for Education account and assigned it to you. Google does not collect any personal student information from this account. The district controls which Google services students can access. At present, Google+ and chat are turned off for students.





## USING YOUR iPad OR YOUR DISTRICT EMAIL ACCOUNT TO SUBSCRIBE TO WEB-BASED SITES

You may use appropriate websites on your own, outside of school. Be careful! You must follow all terms stated on each website. For example, **some websites do not allow use by students under 13, even with parent permission.** Also, before you download or use any web resource outside of school-approved items, please be sure to discuss it with your parent or guardian.



### IPAD CONTENT IS NOT PRIVATE.

- iPads and their contents are the property of Yuma School District ONE. District ONE staff members have access to the Internet history, photos, and other information on the iPad at any time and may share that information with your parents or others. You must unlock the iPad whenever asked by a district staff member. If you don't unlock the iPad when asked, you may receive behavior consequences in accordance with the Student Discipline Handbook.
- **School administrators may randomly select students and ask them to provide their district-owned iPad for inspection.**

## SOFTWARE AND OPERATING SYSTEM UPDATES

Occasionally, the operating system and apps require updates that keep the iPad and apps functioning properly and securely. You must follow district directions on installing any app and operating system updates.

## UNAUTHORIZED MODIFICATIONS TO THE OPERATING SYSTEM; HACKED IPADS

All District ONE iPads are scanned remotely on a regular basis.

Students or families **should not**:

- access the internal parts of the iPad.
- attempt to reconfigure the core operating system.
- attempt to self-repair a damaged device.
- take a damaged device to a third party for repair.

School or District staff may change individual preference settings as needed.





# PICTURES, CONTENT AND DATA

## CAMERAS AND MICROPHONES

The iPad has cameras on the front and back and a built-in microphone, so you can take pictures and record audio and video. All recordings and pictures you create with the iPad must follow Yuma School District One policies, as well as state and federal laws. Only take photographs or record audio or video during the school day if a teacher or administrator tells you to do it for schoolwork. Never photograph, record video, or create an audio recording of another person without that person's knowledge and permission. District ONE retains the rights to any recording and/or publishing of any student's work or image.

- **Do not use any electronic device, including your iPad in locker rooms and bathrooms.**
- Do not use the camera to take inappropriate or sexually explicit photos or videos.
- Do not use the camera to take pictures or share the personal information of yourself or another person.
- Do not use the camera or microphones to embarrass, bully, or harass anyone in any way.
- Do not email, post to the Internet, or electronically send images, video, or audio recordings of other people without their **written** permission.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents and students over 18 years of age certain rights with respect to students' educational records, including photographs. Unauthorized recordings are subject to disciplinary action in accordance with the district's "Acceptable Use Policy". Schools retains the rights to any recording and /or publishing of any student's or staff member's work or image.

## LOCK SCREEN AND BACKGROUND PHOTOS

All content, photos, and data on the iPad must follow the *Student Network Responsible Use Agreement* and other district policies. If you upload photos for the lock screen or home screen that are pornographic or gang-related, or that contain inappropriate language or references to guns, other weapons, alcohol, drugs, or gambling, you will receive disciplinary action in accordance with the Student Discipline Handbook.



## SOUND AND GAMES

The sound on your iPad must be muted at all times unless your teacher tells you it is okay to turn the sound on for a class activity. For some assignments, your teacher will also give you permission to use earbuds or earphones. If this happens, be sure the volume is low enough that the iPad cannot be heard by anyone nearby.

## CREATIVE COMMONS: STUDENTS AS CONTENT CREATORS

Your teacher may suggest that your work be shared on the Internet in some way. You own the copyright to your original work. This means others may not use it without your permission. Your teacher will help you select an appropriate Creative Commons license to give others only the permissions you want to share your work.

# EXPECTATIONS FOR USING THE IPAD

iPads can be a wonderful educational tool. Yuma School District One is proud to be able to provide each student an iPad for use at school. Responsibilities come with the privilege of iPad use, and some uses are not allowed.

## EXPECTATIONS FOR STUDENTS

You may use district technology resources to create files and projects for school-related work, research, and college and career planning.

### RESPONSIBLE USES

#### You must:

- Follow all district and classroom policies, procedures and guidelines when using technology.
- Keep usernames and passwords private.
- Treat others with respect and use appropriate language in all electronic interactions with others.
- Immediately tell a teacher or other adult staff member if you receive an electronic comment or communication that makes you feel uncomfortable, or if you accidentally access inappropriate materials, pictures, video, or websites.
- Respect the work and intellectual property rights of others. You may not intentionally copy, damage, or delete another user's work. You will properly cite your sources when you use someone's information, pictures, media, or other work in your own projects and assignments.
- Respect the privacy of others. Limit all in-school photography, video and audio recording to educational use. Take pictures or record video or audio of another person *only* with that person's written permission.
- Monitor all activity on your devices and accounts.
- Bring your iPad to school each day fully charged and ready for use. If you leave your iPad at home, you are responsible for getting your schoolwork completed as if you had your iPad present.

### BEHAVIOR THAT WILL NOT BE TOLERATED

#### You may not:

- Find, create, or send information to spread lies or misinformation; or harass, harm, or bully others.
- Gain unauthorized or inappropriate access to district technology resources.
- Use, retrieve, store, or send improper language, pictures, or other digital content.
- Cheat, including: getting or giving answers to tests; searching for and/or copying answers or information from the Internet or other electronic resources; copying and submitting someone else's information or assignment as your own; or conducting other forms of electronic cheating.
- Violate copyright or licensing agreements.
- Access inappropriate or blocked resources in any manner while using district property.
- Share or post any personally-identifiable information about yourself or others that could help someone locate or contact you or them. This includes such things as e-mail address, full name, home or school address, phone number, parent or guardian names, or school name. Do not post online photos or video of other students or teachers.
- Modify the operating system, remove security profiles, or vandalize district technology resources.

## EXPECTATIONS FOR PARENTS AND GUARDIANS

In accordance with the Yuma School District One *Student iPad and Network Responsible Use Agreement* (available later in this handbook), parents and guardians are responsible for monitoring their children's use of the Internet and access to district technology resources, including the iPad, district-issued email account, online learning spaces, collaboration tools, and educational resources. Parents and guardians need to set clear expectations on appropriate use of electronic devices and limit access to the device in non-school hours. **If your child is not following your rules, you have the right to limit access to the device while at home.** The information included below is meant to assist you in setting expectations and monitoring your child's use of the device.

In order for the District to facilitate a personalized learning environment, the District will use applications (apps) and web-based services operated by third parties to give students online instruction, communication and collaboration resources. The District is required to follow federal regulations that require parent/guardian consent for students under age 13. A complete list of district digital content, with a link to the privacy policy for each can be found on the Personalized Learning webpage at [yuma.org](http://yuma.org).

### SET EXPECTATIONS

Set expectations by discussing the [Media Family Agreement](#) with your family. This agreement provides an age-appropriate checklist that you can use to guide conversations with your children about responsible use of media and technology.

### MONITOR AND LIMIT iPad USE

The iPad is a great tool for learning, but it also has the potential to be a distraction. Adult supervision and clear expectations for appropriate use are critical.

- Have your child use the device in a central location in your home, such as the kitchen or living room, so that you can easily monitor and supervise use.
- Set expectations that your child is to complete assignments and tasks before using the device to access the Internet.
- Check your child's iPad and schoolwork regularly.
- To avoid unsupervised iPad use, charge the iPad in your bedroom at night.
- If your child is not following your rules, you have the right to limit access to the device for non-education activities.
- Consider carefully whether other family members may use the iPad, since the student is responsible for everything on the device.

### FILTER ACCESS

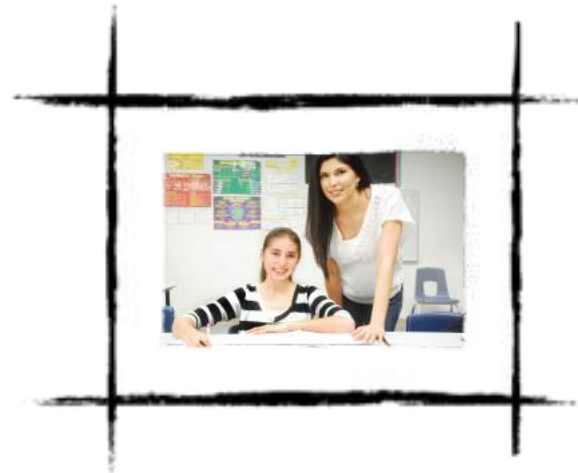
The device will always operate on the district network, Internet access is filtered and most inappropriate content is blocked. However, parents are encouraged to discuss internet safety as well as, steps that need to be taken if inappropriate content is accessed. [Common Sense Media](#) has several resources to help parents and families communicate about these issues.

### MONITOR STUDENT PROGRESS

Yuma School District One encourages parents and guardians to use the iPad to monitor their children's academic progress and communicate electronically with their children's teachers. Ask your students to show you what they have learned and created with the iPad, and discuss how they use the device in school. **Parents can also access the Illuminate grade book through the Parent Portal on the iPad.**

### EMAIL COMMUNICATIONS

Parents may also use the Safari browser app to log in to their personal email account to send emails to their children's teachers. Parents and guardians should not add any personal email accounts to the iPad's built-in Mail app because personal emails may be visible to anyone who accesses the device.



## DIGITAL CITIZENSHIP

### USING TECHNOLOGY APPROPRIATELY

- Digital citizenship is a concept that helps students understand how to use technology appropriately in a society filled with technology.
- YESD1 school expect students to use technology appropriately and responsibly, whether in electronic communication or participation.
- YESD1 school has electronic precautions in place in order for students to participate safely and securely in this environment and enjoy the rights of a digital world in an educational setting.

### DISTRICT RESPONSIBILITIES

- The school will provide students with access to the Internet during the school day.
- School staff will help students conduct research and ensure student compliance with the district's "Acceptable Use Policy".
- YESD1 schools make every effort to filter or block inappropriate Internet materials when students access the Internet via the district's access points.
- YESD1 schools reserve the right to investigate any inappropriate use of resources and to review, monitor and restrict information stored on or transmitted via YESD1 school owned equipment and resources.

### STUDENT RESPONSIBILITIES

Students will abide by the district's "Acceptable Use Policy" and

- contact an administrator about any security issue they encounter.
- monitor all activity on their personal accounts(s).
- always shut down and secure their personalized digital learning devices after use to protect their work and information.
- report email or messages containing inappropriate/abusive language or questionable subject matter to a teacher or administrator.
- Return their iPad to the issuing school on the date they withdraw from school or transfer to another school.

### PARENT RESPONSIBILITIES

Parents should talk to their children about the values and standards they expect their children to follow as they use the Internet and about their use of all other media information sources such as television, telephone, movies, radio, etc.

# DAMAGED, LOST OR STOLEN IPADS

## APPLECARE+

If you have questions about using your iPad and iCloud, connecting to wireless networks, or about using Apple-branded apps like Keynote, Numbers, or Pages, contact the AppleCare phone number located on the name card on the back of your iPad. AppleCare support is available Monday - Friday 6:00 a.m. - 8:00 p.m. and 8:00 a.m. - 8:00 p.m. on Saturday/Sunday.

## DAMAGED DEVICES AND TECHNICAL PROBLEMS

Legal title to the iPad and its accessories will always belong to the district. Your right to have and use the iPad depends on your following the guidelines and rules in the iPad agreement. Every student is responsible to use and care for the iPad appropriately.

You are responsible for the entire cost of repairs to iPads if you misuse, abuse, damage or lose it.

Do not attempt to gain access to internal electronics or repair your iPad. Do not take the iPad to an outside party for repair. If the iPad fails to work or is damaged, report the problem to the appropriate adult at school as soon as possible. The Technology Department will determine repairs needed.

Your school may issue you a temporary iPad, if one is available, or other materials until your iPad is working properly or replaced. If the iPad is experiencing technical difficulties outside of school hours, you will need to wait until you return to school to report it.



## LOST OR STOLEN IPADS

If the iPad is lost or stolen, report it to an adult at school as soon as possible but definitely within two days. School staff will assist you with submitting a written report. A police report must be filed for a stolen iPad within 48 hours.

If you withdraw, are expelled, or terminate enrollment in Yuma School District One for any reason, you must return the district iPad, case, power adapter, and cable in working condition to the library of your school on or before your date of withdrawal. The District will not release your student records until you return district property or pay for lost, stolen, or damaged equipment.

# CONSEQUENCES FOR LOST, STOLEN, DAMAGE TO, OR MISUSE OF AN IPAD

Yuma School District One has the right to prevent any student from using a district iPad at any time.

The use of the district issued iPad and the related agreements are good during the current school year, unless the district terminates the agreement earlier due to student misuse, transfer to another school, or withdrawal from school or other reasons.

The consequences listed below will be applied to lost/stolen devices, as well as to damage to an iPad or to a person caused by reckless, abusive, willful or intentional conduct. Some examples of willful damage to an iPad include broken screens caused by intentionally throwing or dropping the device; swinging a bag or backpack with a device inside; stepping on the device; intentionally spilling a liquid on the device; hitting another person or object with the device; damage caused to a device that was not in the district-issued case; tampering with the internal components of the iPad; or making unauthorized modifications to the operating system, known as hacking the device. It also includes the loss or damage to the accessories that were loaned to you with the iPad. Types of willful damage to another person are listed in the the Student *iPad Network and Responsible Use Agreement*.

**An "incident" is defined as a lost or stolen device or failure to abide by the *iPad and Network Responsible Use Agreement*.**

## **FIRST INCIDENT:**

After you review the iPad care and security sections of the iPad Handbook with your building administrator, you *may* be issued a replacement iPad, if one is available. Your building administrator will take into account the situation that led to the damage or loss. This may result in limiting your iPad use to in-school only, for a period to be determined by your administrator. You still will be required to complete all school assignments, and your teachers will make reasonable accommodations as needed. You and your family may be held responsible for the full cost of repair or replacement.

## **SECOND INCIDENT:**

You may be allowed to use an iPad only at school, and the device must be checked in and out with the assigned building staff at the beginning and end of the school day. You will not be allowed to take the iPad home until you and a parent or guardian meet with a building administrator and agree to a plan for preventing the loss or damage in the future. You may be suspended for up to five days. You and your family may be held responsible for the full cost of repair or replacement.

## **THIRD INCIDENT:**

You may be allowed to use an iPad only at school, and the device must be checked in and out with the assigned building staff at the beginning and end of the school day. You will not be allowed to take the iPad home for the remainder of the school year. You may be suspended for up to ten days. You and your family may be held responsible for the full cost of repair or replacement.

If you fail to return the iPad and/or related components at the end of the school year, upon withdrawal or when directed to do so, the iPad and related components will be considered stolen property. In that case, the district will not release your records and will file a police report. You must return the case, district-provided power adapter and connector cable, and any other iPad related items issued by the district when you return your iPad.



## Yuma School District One

### Student iPad and Network Responsible Use Agreement, Elementary School

*We are pleased to offer students at Yuma School District One use of the district's computer system and access to the Internet. This access includes iPads, computer hardware, network, software and subscription-based Internet resources, and Google Apps for Education accounts, including student email accounts. To gain access to the Internet and use of the iPad, all students must obtain parent/guardian permission, sign the signature form, and return it to the school.*

**The following rules apply to any use of Yuma District One resources, whether with district-owned equipment or personal devices and while on or off campus.**

#### **BE RESPONSIBLE**

- I will use all equipment carefully and will not change settings without permission.
- I will follow the advice in the iPad Handbook for taking care of my iPad.
- I will always put away my iPad in a safe place when I am not using it.

#### **BE SAFE**

- I will add a Passcode to my iPad.
- I will keep my passwords and login information private.
- I will contact an adult at school right away if I cannot get into my own accounts.
- I will not use others' network accounts.
- I will report messages that concern me or any online bullying to an adult at school.
- I will not give out personally identifiable information about myself, my peers or my school on a public Internet site, including full names, addresses, phone numbers or photos.
- I will never agree to meet in person anyone I meet online.

#### **BE PRODUCTIVE**

- I will always bring my iPad to school fully charged.
- While at school, I will only use the apps and websites my teacher gives me permission to use.
- I will use my Google Apps for Education account for creating and storing files whenever possible.
- I will use district email only for school related work.
- I will mute the sound on my iPad, unless permission is obtained from the teacher.

#### **BE RESPECTFUL**

- I will respect other students' work. I will not open, change, or delete other students' files.
- I will give credit to other people's work, even if I find it on the Internet, by following my teacher's directions for listing the author or creator.
- I will not use my iPad or the Internet to bully, harass, or harm others, and I will not spread anything untrue about others.
- I will use my iPad to access, submit, post, publish, or display material that is legal, true, non-threatening, free of offensive content, and does not hurt someone's reputation.

# Yuma School District One

## Student iPad and Network Responsible Use Agreement

### Middle School

*We are pleased to offer students at Yuma School District One use of the district's computer system and access to the Internet. This access includes iPads, computer hardware, network, software and subscription-based Internet resources, and Google Apps for Education accounts, including student email accounts. To gain access to the Internet and use of the iPad, all students must obtain parent/guardian permission, sign the signature form, and return it to the school.*

**The following rules apply to any use of Yuma District One resources, whether with district-owned equipment or personal devices and while on or off campus.**

#### **BE RESPONSIBLE**

- I will use all equipment (such as: computers, keyboards, laptops, iPads, ProScopes, digital cameras, printers, scanners, projectors and document cameras) carefully and not damage, change or tamper with the hardware, software, settings or the network.
- I will follow the guidelines in the iPad Handbook for taking care of my iPad.
- I will always put away my iPad in a safe place when I am not using it.

#### **BE SAFE**

- I will add a PIN to my iPad to protect my work and personal information.
- I will keep my passwords and login information private.
- I will contact a teacher or administrator immediately if I cannot access my own accounts and I will not use others' network accounts.
- I will report inappropriate emails or evidence of cyberbullying to a teacher, school counselor or administrator.
- I will log off all accounts when using a shared device before I step away and shut down laptops and other devices as instructed.
- I will not give out personally identifiable information about myself, my peers or my school on a public Internet site, including full names, addresses, phone numbers or photos.
- I will never agree to meet in person anyone I meet online.
- I will always consult a teacher or counselor if I receive a digital message that causes me concern.

#### **BE PRODUCTIVE**

- I will always bring my iPad to school fully charged.
- While at school, I will use all equipment, software and the Internet for schoolwork and school-related activities only.
- While at school, I will access only those online resources as necessary to facilitate the completion of my assigned academic tasks.
- I will use my Google Apps for Education account for creating and storing files whenever possible.
- I will check Print Preview before printing and only print what is needed.
- I will use district email only for school related work.
- I will check my email regularly for messages from my teachers.
- I will keep my messages short and purposeful.
- I will mute the sound on my iPad, unless permission is obtained from the teacher.

#### **BE RESPECTFUL**

- I will respect the work and files of others, and agree not to open, copy, change, delete or damage files or folders that are not mine.
- I will follow copyright laws, and give credit to the creator of materials, ideas, pictures or videos that I find on the Internet and use in my school projects.
- I will be courteous and respectful in messages to others, using appropriate language.
- I will use my iPad to access, submit, post, publish, or display material that is legal, true, non-threatening, free of offensive content, and does not hurt someone's reputation.

## **Yuma School District One Publicity Policy**

Yuma Elementary School District One is proud to offer your child the finest educational programs and extracurricular activities. Occasionally, your child's involvement in school-related activities may create news or photo opportunities for the District or local media. We encourage these positive opportunities for your child to display his or her talent while showing the community what Yuma ESD has to offer.

By signing and returning this form to the main office of your child's school, Yuma ESD may allow your child to be featured in any District publicity. This includes broadcast and print news stories, advertisements, billboards, District publications, the District website, District and school social media websites, and related communications.

By signing this form, I understand that my child's video or photograph will be pictured in performing arts programs; athletic team advertisements; recognition for Spelling Bee, Odyssey of the Mind, Current Events Challenge, Science Fair, or related activities; or any District or Media publications of school-related activities.

### **DISTRICT POLICIES ABOUT TECHNOLOGY**

Yuma School District One provides access to district technology resources for educational purposes. This access may be taken away at any time for abusive or inappropriate conduct related to the use of district technology resources.

Failure to comply with the District policies or guidelines in this document for care and use of the iPad may result in the loss of iPad privileges. All use must comply with the following policies:

- Policy JICFA Hazing
- Policy JICK Student Violence/Harassment/Intimidation/Bullying
- Policy JCIB Care of School Property by Students
- Student Discipline Handbook

You can view these Governing Board policies in their entirety by doing the following:

- Go to the District One website: [www.yuma.org](http://www.yuma.org).
- Click on the "About Us" tab.
- Click on Governing Board.
- Scroll down the page to the link under Board Policies.

The iPad is the property of Yuma School District One and as a result may be seized and reviewed at any time.

### **SOURCES CONSULTED**

During the creation of this handbook, Yuma School District One consulted websites and handbooks from the following districts:

St. Paul Public Schools, Minnesota  
Lexington County School District One, South Carolina  
Becker Public Schools, Minnesota  
Minnetonka Public Schools, Minnesota