LAING MIDDLE SCHOOL OF SCIENCE AND TECHNOLOGY iPad & COMPUTER ACCEPTABLE USE POLICY

INTRODUCTION
The focus of the Laing 1-to-1 iPad Initiative is to provide tools and resources for the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools of 21st Century students is the iPad. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for college and the workplace. According to studies and school reports, students who use a computing device in a one-to-one education 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. The iPad is a next generation device that makes learning more engaging and accessible.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum any time, any place.

1.0 GENERAL INFORMATION
The procedures and information within this document apply to all student iPad use at Laing Middle School, during and outside of school. It also includes any other device considered by the school administration to come under this document. Teachers may set additional requirements for use in their classroom.

1.1 Receiving your iPad
iPads will be distributed beginning in the month of August. Parents and students must attend an orientation session in person or online. Both must sign and return the Student Pledge for iPad Use and pay a $35 fee before the iPad can be issued to the student to take home.

1.2 Returning your iPad
iPads with accessories (charging/USB connection cord and protective case) will be returned to Laing Middle School prior to summer break. iPad cases furnished by the school must be returned with only normal wear and no alterations to avoid paying a replacement fee. If a student transfers, withdraws, is suspended or expelled, or terminates enrollment at Laing Middle School for any reason, he/she must return the iPad with accessories on the date of termination.

2.0 CARE AND STORAGE OF THE IPAD
The iPad is school property and all users will follow this document (iPad Usage Agreement), the CCSD Technology Acceptable Use Policy and the CCSD Student Code of Conduct for this technology. Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to designated school personnel for an evaluation of the equipment as soon as possible.

2.1 iPad Identification
Student iPads will be labeled in the manner specified by the district. iPads can be identified in the following ways:
- Record of serial number;
- Laing’s tagging personalized label (with CCSD number); and/or
- Designated picture as wallpaper for both the Lock Screen and Home Screen (Picture/Student Name/Homeroom).

2.2 General Procedures and Precautions
Students will be held responsible for maintaining their iPads and keeping them in good working order. Students are responsible for keeping their assigned iPad’s battery charged for each and every school day. This charging should take place at home during the night prior to school. Cords and cables must be inserted carefully into the iPad to prevent damage. iPads must remain free of any writing, drawing, stickers, graphics or labels that are not the issued property of Laing Middle School. iPads must never be left in an unlocked car or any unsupervised area in school or outside of school. iPads must not be exposed to direct sunlight, excessive heat, or severe cold.

2.3 Screen Care
iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Do not lean on the top of the iPad when it is closed. Do not place anything near the iPad that could put pressure on the screen. Do not place anything in the case that will press against the screen. Do not “bump” the iPad against walls, car doors, floors, etc. as it will eventually break the screen. Only use a clean, dry, soft cloth or anti-static cloth to clean the screen. No cleansers of any type should be used on the screen.

2.4 Carrying iPads
The provided iPad protective cases have sufficient padding to protect the iPads from normal treatment and provide a suitable means for carrying the device. iPads must always be inside the protective case when carried.

2.5 Storing Your iPad
When students are not using the iPads at school, they should be stored in the teacher designated area in the classroom. Nothing should be placed on top of the iPad when stored. Students approved for iPad take-home privileges are expected to take the iPads home every day after school. iPads should not be stored in a vehicle at school or at home. If a student is not approved for iPad take-home privileges, he/she must check the iPad in, following the established school procedures. If a student needs a secure place to store the iPad, he/she may check it in for storage with designated school personnel.

2.6 iPads Left in Unsupervised Areas
Under no circumstances should iPads be left unsupervised by the student. Unsupervised areas include the school grounds, lunchroom, computer lab, locker rooms, library, unlocked classrooms, hallways and any area without supervision. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the main office. Leaving an iPad in an unsupervised area is considered an infraction of the iPad Usage Agreement.

3.0 LOSS OR DAMAGE
3.1 Damaged iPads
iPads that malfunction or are damaged must be reported to designated school personnel immediately. The school will be responsible for repairing iPads that malfunction or are accidentally damaged, including one accidental screen crack. This DOES NOT cover intentional damage. If it has been determined by the school that there was intentional damage to an iPad, the student/parent is responsible for full payment of the intentional damage and the student will no longer be allowed to take the iPad home. Loaner iPads (if available) may be issued to students when they leave iPads for repair with designated school personnel. There may be a delay in getting an iPad should the school not have enough to loan.
If the iPad is damaged due to misuse, neglect or accident the student will not be allowed to take the iPad home unless a case that will provide greater protection is purchased by the student.

3.2 Missing, Stolen or Vandalized iPads/Chargers
iPads that are missing or stolen while either on or off school property must be reported immediately to designated school personnel. iPads that are not brought to school for two days will be considered missing. Action will be taken by the district to track missing/stolen devices to recover them, and appropriate consequences outlined in the Student Code of Conduct will be administered. Laing will use the Mobile Device Management software (MDM) to manage all iPads. In cases of theft, vandalism, and other criminal acts, a police report MUST be filed by the student and/or parent. A copy of the police/fire report must be provided to the main office. If not, the student will be responsible for replacing the iPad. Students will be provided with one Apple Charger to take home. Students must return a working Apple Charger at the end of the school year or pay a standard replacement fee.

4.0 USING YOUR IPAD AT SCHOOL
iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad. Students must bring the iPad to all classes, unless specifically instructed not to do so by their teacher.

4.1 iPads Left at Home
If a student leaves the iPad at home, he/she is responsible for completing course work as if the iPad were present. Leaving the iPad at home is an infraction and will result in students losing at-home privileges for five nights after two infractions.

4.2 Charging your iPad’s Battery
iPads must be brought to school each day fully charged. Students need to charge their iPads each evening.

4.3 Lock Screen and Home Screen Wallpaper
Students will be required to have a designated picture as wallpaper for both their Lock Screens and Home Screens. The picture may be subject to change. Inappropriate pictures may not be used as the Lock Screen or Home Screen wallpaper. Inappropriate pictures include but are not limited to the presence of weapons, pornographic materials, inappropriate language, tobacco, alcohol, drug, gang related symbols or pictures. Use of any inappropriate pictures on the iPad will result in disciplinary actions per CCSD Student Code of Conduct.

4.4 Music, Videos, Podcasts and Apps
The iPad has limited storage and this storage is designated for educational use. Inappropriate content is NOT allowed on the iPad. Inappropriate content includes music, videos, podcasts, pictures, documents, presentations and apps that contain the presence of weapons, pornographic materials, inappropriate language or lyrics, tobacco, alcohol, drug, gang related symbols or pictures. Sound must be muted at all times or ear buds/headphones used unless permission is obtained from the teacher for instructional purposes. The iPad has limited storage and educational use has top priority. If non-educational, personal content is on the iPad and storage space is needed, students must delete the non-educational content to make room for required content. Data storage will be managed through e-mail and cloud-based storage locations.

4.5 Printing
Printing may be available from iPads on a limited basis. Should this become available, students will be given information and instructions regarding printing from the iPad at school.

4.6 Home Internet Access
Students are allowed to set up wireless Internet networks on their iPads in order to have wi-fi access outside of school. Schools will provide information on wi-fi “hot spots” accessible within the school’s
attendance zone. Keep in mind that CCSD does NOT provide Internet filtering outside of the district’s network. Parents/guardians are responsible for the online activities and behavior of their children.

5.0 MANAGING YOUR FILES & SAVING YOUR WORK
5.1 Saving to the iPad.
Students may save some work directly on the iPad. It is recommended students email documents and presentations to themselves for storage on a local computer or the district network server. Storage space will be available on the iPad—but it will NOT be backed up in case of re-imaging. It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

5.2 Network Connectivity
CCSD makes no guarantee that the district network will be up and running 100% of the time. When the network is down, the district will not be responsible for inaccessible, lost, or missing data.

6.0 iOS AND APPS
6.1 District-Installed Apps
The apps originally installed by Laing Middle School must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add apps for use in a particular course. Periodic checks may be made by designated staff to ensure that students have not removed required apps or added inappropriate content.

6.2 Additional Apps
Laing Middle School will sync all iPads so that they contain the initial required school-purchased apps. Students will also sync their own iPads at school, following the established procedures, when instructed by their teachers in order to install required apps. The priority for iPad storage is education; students will be required to remove personal apps and content if space is needed for educational apps or content.

6.3 Inspection
Students may be selected at random to provide their iPads for inspection by any designated staff at school.

6.4 iOS and App Updates
Updated versions of the iOS and apps are available from time to time. Students may be required to check in their iPads for periodic updates and syncing.

7.0 ACCEPTABLE USE
7.1 Statement of Responsibility
The use of the network is a privilege. The user is responsible for what he/she says and does on the network. It is important for the user to stop and think before communicating and to show respect for others and for their ideas. Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by district or school administration.

Wireless Internet access (wi-fi) is available on every iPad at Laing Middle School. 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.

7.2 Parent/Guardian Responsibilities
It is expected that parents/guardians talk with their child about values and standards that the child should follow on the use of the Internet just as they would on the use of all media information sources such as television, telephones, movies, and radio. Parents/guardians are also expected to talk with their child about the dangers and consequences of cyber bullying, inappropriate use, and other misuses of the Internet.
7.3 School and District Responsibilities
Provide Internet and email access to its students.
Provide Internet filtering/blocking of inappropriate materials in compliance with the Children’s Internet Protection Act (CIPA) while using the CCSD Internet system. (This does not pertain to Internet access outside of school).
Provide network data storage areas (network data is not accessible through the iPad). Student network storage is treated like student lockers. Laing reserves the right to review, monitor and restrict information stored on or transmitted via district owned equipment and to investigate inappropriate use of resources.
Provide iPad instruction and guidance to students and assure student compliance of the CCSD iPad Usage Agreement and the CCSD Technology Acceptable Use Policy.

7.4 Students Responsibilities
Students will use iPads and school computers in a responsible and ethical manner.
Students will obey school rules concerning behavior and communication that apply to district network use, the CCSD iPad Usage Agreement and the CCSD Technology Acceptable Use Policy. This policy is available online and in the student handbooks.
Students will use all technology resources in an appropriate manner so as to not damage school equipment. “Damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, or service interruptions caused by the students’ own negligence, errors or omissions. Use of information obtained via CCSD’s Internet system is at the user’s own risk. Laing’s specifically denies any responsibility for the accuracy or quality of information obtained through the CCSD Internet system.
Students will help CCSD protect the district network and iPads by contacting designated school personnel about any security problems they may encounter.
Students will monitor all activity on their account(s).
Students should always turn off and secure the iPad after they are done working to protect their work and information.
If a student should receive an email or other electronic message containing inappropriate or abusive language, or if the subject matter is questionable, he/she is asked to inform a teacher or other designated staff member (and if applicable print a copy and turn it into designated school personnel).
Students will turn in the iPad to their school at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Laing Middle School for any other reason must return the iPad on the date of termination.

7.5 Student Discipline
The violations and consequences outlined by this iPad Usage Agreement are aligned with the CCSD Student Code of Conduct levels of infractions. The discipline procedures in the CCSD Student Code of Conduct address all levels of offenses, including stealing and destruction of school or personal property. This applies to all CCSD property, including school-assigned iPads. Depending on the seriousness of the offense, students may lose iPad usage rights and/or network privileges, or may be suspended or even in extreme cases expelled.