

2019-2020
Parklane 1:1 iPad Acceptable Use Policy

Please read this AUP carefully. You will need to bring the last page (signed by parent and student) when you pick up your iPad.

Parklane students in grades 6-12 will be issued an iPad on or before the first day of school. The cover provided should remain on the iPad at all times. If you would like to purchase an additional zippered case for your iPad, you may certainly do so. (This is highly recommended). If you would like to purchase a different case, contact the tech office.

Our goal in providing the iPad is to promote educational excellence: by facilitating resource sharing, research, creativity, communication, increased productivity, and mobile learning. Use of the iPad is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the Student Handbook.

By signing this agreement, each Parklane student agrees to use his iPad in a manner that is ethical and responsible- *as deemed appropriate by the Parklane administration*. Parklane retains sole right of possession of the iPad and related equipment. Parklane retains the right to collect and/or inspect the iPad at any time, and to alter, add, or delete installed software.

Receiving Your iPad

iPads will be distributed prior to the first day of school (except for 6th graders). Parents & students must sign and return the iPad Acceptable Use Policy and Pledge documents before the iPad can be issued. Families must have the technology fee paid before the iPad can be issued.

Failure to return the iPad will result in a theft report being filed with the Pike County Sheriff's office. If a student fails to return the iPad at the end of the school year or upon termination of enrollment at Parklane, that student will pay the replacement cost of the iPad. The student will be responsible for any deliberate damage to the iPad.

TAKING CARE OF YOUR IPAD

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 the Technology Office for an evaluation of the equipment.

General Precautions

The iPad is school property. Your fee pays for the USE of the iPad for one year and will be re-assessed each year. Students should take their iPads home every day after school, regardless of whether or not they are needed. If a student must store their iPad at school they may check it in for storage with the School Office.

iPads Left in Unsupervised Areas

If an iPad is found in an unsupervised area, it will be taken to the Principal's office and the student will be subject to disciplinary action. Unsupervised areas include the school grounds and campus, unlocked classrooms, and hallways. Keep iPad in your purse, backpack, locker, or a locked classroom. If you put your iPad in your backpack, place it in a location that will not likely get stepped on. Do NOT throw your backpack with your iPad in it. Do not take iPad to the cafeteria during break or lunch. Do not place your backpack where it can be stepped on or have another bag thrown on it. Use your lockers for storage between classes.

Screen Care

The iPad screens can be cracked if subjected to rough treatment. **The screens are particularly sensitive to damage from excessive heat or pressure on the screen**. Do not place anything near the iPad that could put pressure on the screen. Clean the screen with a soft, dry cloth or anti-static cloth, no cleaners of any type. Do not "bump" the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen. There is a \$50 fee for the first cracked iPad screen. The damage fee will double after each incident

For Grades 6-12

thereafter. Student may be responsible for the replacement cost of the iPad should the device become unusable due to damage caused while in student's possession.

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, planners, calendars and schedules may be accessed using the iPad. Students must be responsible to bring their iPad, **fully charged at the beginning of the day**, to all classes. Students are NOT allowed to charge their iPad in class unless specifically allowed to by that teacher. Students who repeatedly (three or more times in a quarter) fail to bring the iPad to school or maintain a fully charged battery will serve a Saturday detention or other disciplinary action.

iPads Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. Loaner iPads will not be available to students who forgot to bring their iPad to school or failed to charge their iPad.

iPad Undergoing Repair

If possible, loaner iPads may be issued to students when their assigned iPads have been sent to the Technology Department for repair.

Photos/Videos

Photo/Image storage on the iPad will be for **school projects only**. Storage of student personal photos/videos or downloaded images is not allowed. Photos/videos are not to be taken in the classroom without teacher permission. A teacher might allow students to take a snapshot of the board or film a review, but this will be with teacher permission only. Violation of this rule can result in the camera being permanently deactivated, as well as detention.

Sound, Music, Games, or Programs

Music is only allowed on the iPad if provided by the teacher for educational use. Sound should be muted at all times unless permission is obtained from the teacher for instructional purposes. If earbuds are purchased on your own, they must be BUDS and not headphones. **Non-educational games are not allowed on the iPads.**

Printing

Students should try to keep printing at school to a minimum. When a teacher requires something to be printed students will be allowed to use the school's printers.

Home Internet Access

Students are allowed to set up wireless networks on their iPads to assist them with iPad use while at home. Printing at home will require a wireless printer, proper settings on the iPad and the correct app.

SOFTWARE ON IPADS

Originally Installed Software

Parklane will synchronize the iPads to contain the necessary apps for school work, including a mobile device manager profile. This will allow for Parklane to disable certain features of the iPad which might be considered a distraction. This will also allow us to add/remove apps. The software/apps originally installed by Parklane must remain on the iPad in usable condition and be easily accessible at all times.

Inspection - Students may be selected at random to provide their iPad for inspection. **DO NOT PUT A PASSCODE ON IPAD!**

ACCEPTABLE USE

The use of the iPads is a privilege, not a right. The privilege of using the iPads provided by the school is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in the school.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

Students Responsibilities are to:

- Use computers/iPad in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to iPad/computer use.
- Help Parklane protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their account(s).
- Turn off and secure their iPad after they are finished working to protect their work and information.
- Return their iPad to the Technology Department at the end of each school year. Students who transfer, withdraw, are suspended or expelled, or terminate enrollment at Parklane School for any other reason must return their individual school iPad on the date of termination.

Student Activities Strictly Prohibited:

- Any action that violates existing school policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of any Messaging services-EX: Apple iMessage, Snapchat, etc.
- Non educational games. Only educational games may be used with permission of a teacher.
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc).
- Removing the MDM from iPad. Resetting your iPad is strictly prohibited and will result in a \$50 fine and suspension.
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Parklane School web filter through a web proxy.
- Students are not allowed to use another student's iPad.
- iPads are not allowed in cafeteria during break or lunch.

Legal Propriety

- 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.
- Plagiarism is a violation of Parklane Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violation of applicable state or federal law will result in criminal prosecution or disciplinary action.

Student Discipline

If a student violates any part of the above policy, he/she may be subject to the appropriate disciplinary action.

1st Offense: Saturday Detention

2nd Offense: In School Suspension

3rd Offense: Possible dismissal

2019-2020 Parklane Student Pledge for iPad Use

- I will use my iPad in ways that are appropriate, meet Parklane Academy expectations and are educational.
- I will use appropriate language when using e-mails, journals, wikis, blogs, or any other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in any activity that is harmful to other persons.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of Parklane. I will NOT put a pass code on my iPad.
- I will follow the policies outlined in the iPad Acceptable Use Policy and the Parklane School Handbook while at school and at home during all times.
- I will NOT video or take pictures at school without permission from a teacher or administrator.
- I will take good care of my iPad.
- I will know where my iPad is at all times.
- I will never loan out my iPad to other individuals.
- I will not let anyone else use my iPad other than my parents or guardians.
- I will charge my iPad's battery daily and arrive at school with my device charged.
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on the iPad or iPad cover or do anything to permanently alter the iPad in anyway.
- I will not remove or deface the serial number or other identification on any iPad.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the iPad, case and power cords in good working condition at the end of the year.

I agree to the stipulations set forth in the above document.

Student Name (Please Print): _____

Grade _____

Student Signature: _____

Date: _____

Parents, please sign that you have read the above student pledge for iPad use.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

OFFICE USE ONLY

Student Name _____ Grade _____

Fee pd _____ School Official _____