

**1 to 1 EmPOWERed Learning Initiative**

**2011-2012 Policy, Procedures,**

**and Information Guide**



**OVERVIEW/INTRODUCTION**

The 1 to 1 EmPOWERed Learning Initiativewas created to:

• Provide tools to engage our students as they access and explore relevant information, and create projects as they work with their peers in teams.

• Prepare students to be successful citizens, have the skills necessary to go directly to work after high school, or continue their education at a college or university.

• Bridge the gap between how students live and how they learn.

• Provide tools for our teachers to use in their classrooms to enhance instruction.

• Invest in the development of our teachers as they learn ways to better engage students.

• Invest in education to strengthen economic development.

*We must prepare students for their future, not our past.*

*-David Thornburg*

Once our students graduate they will continue their education, or go directly to work. Our goal is to give them the tools and skills needed to become caring, productive citizens and lifelong learners for our community, state and world. We believe that students need 21st century skills that allow them to be competitive in our global society.

**POLICIES AND PROCEDURES**

**1.0 GENERAL INFORMATION**

The policies, procedures and information within this document apply to all student iPads used at Montlieu Elementary, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

**1.1 Receiving your iPad**

Parents and students must attend “iPad Orientation.” Parents & students must sign and return the iPad Acceptable Use and Student Pledge document before the iPad can be issued to their child.

**1.2 Returning your iPad**

Students in grades Pre-Kindergarten through 3rd will turn in their iPad and all accessories on a daily basis to their homeroom teacher for charging and synching. Students in 4th and 5th grade will return iPads and accessories to Montlieu Elementary during the final week of school. If a student transfers out of Montlieu Elementary during the school year, the iPad must be returned at that time. Students who withdraw, are suspended or expelled, or terminate enrollment at Montlieu Elementary for any other reason must return their individual school iPad with accessories on the date of termination. Failure to do so will result in criminal charges being pursued.

**2.0 CARE OF THE IPAD**

The iPad is legal property of Guilford County Schools. All users will follow Guilford County policy and the Montlieu Elementary acceptable use policy 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 as soon as possible to the Montlieu Elementary Media Center for an evaluation of the equipment.

**2.1 General Precautions**

• Only use a clean, soft cloth to clean the screen, no cleansers of any type.

• Cords and cables must be inserted carefully into the iPad to prevent damage.

• iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the Guilford County Schools District.

• iPads must never be left in an unlocked locker, unlocked car or any unsupervised area.

• Students are responsible for keeping their iPad’s battery charged for school each day.

**2.2 Carrying iPads**

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

• iPads should always be within the protective case when carried.

• Backpacks that hold other objects (such as folders and textbooks), should not be used to carry iPads to avoid placing too much pressure and weight on the iPad screen.

**2.3 Screen Care**

The 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 carrying case that will press against the cover.

• Clean the screen with a soft, dry cloth or anti-static cloth.

• Do not “bump” the iPad against lockers, walls, car doors, floors, etc as it will eventually break the screen.

**3.0 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 be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher. Students understand that they are responsible for their iPad device. Therefore, they will not loan their iPad to anyone else or request to borrow an iPad from a peer or classmate.

**3.1 iPads Left at Home (4th and 5th grade students ONLY)**

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. If a student repeatedly leaves their iPad at home, they will lose at home privileges of the iPad for two weeks and will have to leave their iPads at school with their homeroom teacher.

**3.2 iPad Undergoing Repair**

Loaner iPads may be issued to students when they leave their iPads for repair in the Media Center. There may be a delay in getting an iPad should the school not have enough to loan.

**3.3 Charging your iPad’s Battery**

iPads must be present at school each day in a fully charged condition. Students need to charge their iPads each evening. Repeat violations (minimum of 3 days-not consecutively) of this policy will result in students losing at home privileges of the iPad for two weeks and will have to leave their iPads in school with their homeroom teacher.

**3.4 Screen Savers/Background photos**

Inappropriate media may not be used as a screensaver or background photo. Inappropriate media includes but is not limited to the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures and will result in disciplinary actions. School-issued iPads must remain Passcode Lock free. Passcode Locks interfere with syncing.

**3.5 Sound, Music, Games, or Programs**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. All software/Apps must be district provided. Data Storage will be through apps on the iPad and email to a server location.

**3.6 Printing**

Printing will be available with the iPad on a very limited basis. Students should talk to their teachers about which printer to print to. Students will be given information and instruction on printing with the iPad at school.

**3.7 Home Internet Access**

Students are allowed to set up wireless networks on their iPads. Printing at home would require a specific make/model printer at this time, proper settings on the iPad and the correct app.

**4. MANAGING YOUR FILES & SAVING YOUR WORK**

**4.1 Saving to the iPad/Home Directory**

Students may save work directly on the iPad. It is recommended students e-mail documents to themselves and/or their teacher for storage on a flash drive or District 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.

**4.2 Network Connectivity**

The Guilford County School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

**5. SOFTWARE ON IPADS**

School issued iPads are only to be synced with designated school laptops. Syncing with any other computer will cause apps and schoolwork to be erased.

**5.1 Originally Installed Software**

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

**5.2 Additional Software**

Students are not allowed to load extra software apps on their iPads unless otherwise directed to do so by their teachers or school staff. Montlieu Elementary will synchronize the iPads so that they contain the necessary apps. Students will not synchronize iPads or add apps to their assigned iPad, to include home synching accounts.

**5.3 Inspection**

Students may be selected at random to provide their iPad for inspection.

**5.4 Procedure for re-loading software**

If technical difficulties occur or illegal software, non-Guilford County Schools installed apps are discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

**5.5 Software upgrades**

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates and synching.

**6. ACCEPTABLE USE**

**6.1 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. Communication with thousands of others is quick and easy. Therefore it is important for the user to stop and think before communicating and to show respect for other people and for their ideas. It is beneficial for all users to keep the network running efficiently. Each user must take responsibility for keeping down costs and avoiding system disruption.

Network administrators will make reasonable efforts to maintain reliable service. They cannot, however, absolutely guarantee that the system will always be available or operating correctly. Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration.

Internet access is available on every computer with network access in the Guilford County Schools. In general, the Internet is itself a complex network of regional, state, national, and international networks. This requires users to adhere to the same rules and guidelines outlined here for our network, as well as to any additional network policy procedures required, when the Internet connects them to other networks.

**6.2 Parent/Guardian Responsibilities**

Talk to your children about values and the standards that your children 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.

**6.3 School Responsibilities**

The Guilford County Schools District reserves the right to review, monitor, and restrict information stored on or transmitted via Guilford County Schools District owned equipment and to investigate inappropriate use of resources

• Provide Internet access to its students.

• Provide Internet Blocking of inappropriate materials as able.

• Provide network data storage areas.

• Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

**6.4 Students Responsibilities:**

• Using computers/devices in a responsible and ethical manner.

• Obeying general school rules concerning behavior and communication that apply to network use and according to the **Guilford County Schools Acceptable Use Policy – Computer Network Policy for Students.** This policy is available online in the student handbooks and must be signed by students and their parents each year as part of the student handbook.

• 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, mis-deliveries or service interruptions caused by the students’ own negligence, errors or omissions. Use of any information obtained via Guilford County School District’s designated Internet System is at your own risk. Guilford County School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

• All users are expected to follow existing copyright laws.

• Helping Guilford County School District protect our computer system/device by contacting an administrator about any security problems they may encounter.

• Monitoring all activity on their account(s).

• Students should not eat or drink around their iPad. Liquids, food and other debris can cause damage to the device.

• Students should avoid leaving their iPad in extreme temperatures or direct sunlight for extended periods of time.

• Students should secure their iPad to avoid damage or theft at all times. (Including but not limited to: Before and after-school activities, cubbies, etc.)

• Student iPads may be subject to individual search if there is a suspicion that policies or guidelines have been violated.

• Students are expected to put away iPads during assemblies and any time they can be a distraction. Earbuds must be used or sound muted on school buses (4th and 5th grade students only).

• Guilford County Schools is providing a content filtering system that will protect students from inappropriate content. However, parents, together with students, are still responsible for home iPad use (grades 4 & 5 only). If a student accidentally accesses inappropriate content, they must inform a teacher immediately.

• The iPad is equipped with a digital camera. Students may not use the camera (1) to reproduce images of tests, (2) to take or distribute illicit photographs; or (3) to record or distribute photos or video without prior authorization from a teacher or administrator.

• Students should always turn off and secure their iPad after they are done working to protect their work and information.

• If a student should receive email or other electronic message containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it in to the office.

• Returning their iPad to the School District at the end of each school year. Students that withdraw, are suspended or expelled, or terminate enrollment at Montlieu Elementary for any other reason must return their individual school iPad computer on the date of termination.

**6.5 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 the Guilford County Schools District may be applied to the computer.

• iPad cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a replacement fee.

• iPads that malfunction or are damaged must be reported to the Media Center. The school district 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.

• iPad damage: Students are responsible for any and all damage.

• iPads that are stolen must be reported immediately to the Montlieu Elementary Principal’s Office and the High Point Police Department.

**6.6 Student Discipline**

The discipline procedures in the Guilford County Schools Student Handbook address serious and major offenses such as stealing and destruction of school or personal property. The district’s polies apply to the iPad device. Depending on the seriousness of the offense, students may lose the iPad and/or network privileges as well as receive disciplinary actions according to the district policies in the handbook.

**7. PROTECTING & STORING YOUR IPAD COMPUTER**

**7.1 iPad Identification**

Student iPads will be labeled in the manner specified by the school. IPads can be identified in the following ways:

• Record of serial number

• Montlieu Elementary Personalized Student Label

**7.2 Storing Your iPad**

When students are not using their iPads, they should be stored in their locked classrooms. Nothing should be placed on top of the iPad, when stored. If a student needs a secure place to store their iPad, they may check it in for storage with their homeroom teacher.

**7.3 iPads Left in Unsupervised Areas**

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds, the lunchroom, computer lab, specials classrooms, media center, unlocked classrooms, bathrooms and hallways and other supervised areas. 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 Media Center or Principal’s Office. A student will be charged $5.00 to retrieve their iPad.

**8. LOSS OR DAMAGE.**

The iPads for this program carry a three year AppleCare protection on them. AppleCare does not cover the iPad if it is lost, stolen or damaged due to neglect. A cracked case or screen will not be covered under Applecare and is considered neglect.

iPad damage will be assessed on an individual basis. Severe damage that is not covered under the AppleCare protection plan will become the responsibility of the family.

In cases of theft, vandalism and other criminal acts, a police report, or in the case of a fire, a fire report MUST be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report must be provided to the Montlieu Elementary Principal’s Office.

If it has been determined by the school that there was intentional damage to an iPad, then the students’ parents are responsible for full payment of the intentional damage or the replacement cost of the iPad. Warranty or school district iPad protection DOES NOT cover intentional damage.

**Consequences of Inappropriate/Unacceptable Use**

Students whom inappropriately utilize their iPads will be referred to the administrative team for disciplinary action. If inappropriate usage continues, it may result in the loss of usage for an extended time period deemed appropriate by administration.

**Day User** - A student who is allowed to use their school-issued iPad during the instructional day but must leave the device at school at the end of the day.

4th and 5th grade students can become day users by:

• Repeatedly failing to bring equipment to school properly charged

• Violating expectations and school board policies

• Violating student discipline policies

• Having 10 unexcused absences/tardies

The administrative team reserves the right to determine the length of time as a day user and/or the length that a student will lose their privileges to utilize the iPad.

**Modification to Program**

Guilford County Schools reserves the right to revoke or modify the project or its terms at any time. Any modifications will be posted on the school/district website.

**Student/Parent Agreement For iPad Use**

 I will take good care of my assigned iPad.

 I will never leave my iPad unattended.

 I will never loan out my iPad to other individuals.

 I will know where my iPad is at all times.

 I will charge my iPad’s battery daily.

 I will keep food and beverages away from my iPad.

 I will not disassemble any part of my iPad or attempt any repairs.

 I will protect my iPad by only carrying it while in the case provided.

 I will use my iPad in ways that are appropriate, educational, and meet Guilford County Schools policies.

 I will not place decorations (such as stickers, markers, etc.) on the

iPad. I will not deface the serial number iPad sticker on any iPad.

 I understand that my iPad is subject to inspection at any time

without notice and remains the property of the Guilford County Schools

District.

 I will follow the policies outlined in the Montlieu Elementary iPad Program – 2011-12

Policy, Procedures, and Information Guide while at school, as well as

outside the school day.

 I will file a police report in case of theft, vandalism, and other acts

covered by insurance.

 I will be responsible for all damage or loss caused by neglect or

abuse.

 I agree to return the District iPad, case and power cords in good

working condition.

I understand and agree to the stipulations set forth in the above document

including the Montlieu Elementary iPad Program – 2011-12 Policy, Procedures, and Information Guide; the Acceptable Use Policy (AUP) Computer Network Policy for

Students and the Student Agreement for iPad Use.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_ I want to opt out of my student taking the iPad home (4th and 5th grade parents only)