



**Northwood Local Schools**

**Apple iPad**

**Policies and Procedures**

**2024-2025**

## **Policies and Procedures for Northwood Local Schools 1:1 iPad Program**

Learning in the 21<sup>st</sup> Century requires tools and skills students need to be successful and competitive in our global society. Northwood Local School District has made available, to each of its students, an Apple iPad to enhance the academic careers of our students and provide our faculty with new teaching opportunities.

This document will assist in your understanding of our expectations in the use of these devices.

- Students will receive support from school staff on the proper use of the iPad.
- Some students will be able to take the iPad home during the school year.
- Students are expected to treat the iPad as a valuable piece of equipment.
- Students must take all precautions to prevent theft and damage to their iPad.
- The iPad comes with preloaded apps and must not be removed.
- Students are to use the iPad to access only socially and educationally appropriate materials and websites.
- Students will be issued accounts for the purpose of accessing school-approved web services.
- Students must not use the iPad to purchase goods and services via the Internet. (Parents/students are charged with full responsibility for any financial obligations incurred from the inappropriate use of the iPad.)
- Students are to use the iPad in accordance with the Northwood Local Schools Acceptable Use Regulations and to maintain the iPad in accordance with the procedures and information provided.
- Students are expected to adhere to any additional requirements set forth by the classroom teacher.
- iPads are the property of Northwood Local Schools and must be returned at the end of the academic year, upon withdrawal from Northwood Local Schools, or at the request of a teacher or administrator. Willful failure to return the iPad in accordance with the stated conditions will result in criminal prosecution.
- Since the iPads are the property of Northwood Local Schools, officials of the school have the right to review all material stored on or accessed by any iPad. School officials may revoke a student's iPad use privileges for misuse or violation of policies.

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## **1. Receiving Your iPad & Check-In**

### **1.1 Receiving Your iPad**

iPads will be distributed each fall. Before receiving an iPad, students and parents must sign and return copies of the following documents via FinalForms: Acceptable Use Policy (part of the elementary/High School Student Handbook)

### **1.2 iPad Check-In**

iPads will be returned during the final week of school during student checkout so they can be examined for serviceability. If a student transfers out of the Northwood Local Schools District during the school year, their iPad will be returned at that time.

### **1.3 Check-In Fines**

Individual school iPads and accessories must be returned to Northwood Local Schools at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at Northwood Local Schools for any other reason must return their iPad on the date of termination. If a student fails to return the iPad at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student will also pay the cost of the iPad. Failure to return the iPad will result in a theft report being filed with the Northwood Police Department.

The student will be responsible for any damage to the iPad, consistent with the District's Insurance Agreement Form and must return the iPad and accessories in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

## **2. 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.

### **2.1 General Precautions**

- The iPad is school property and all users will follow this policy and the Acceptable Use Policy for technology.
- Only use a clean, soft cloth to clean the screen, no water or cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPad and case must remain free of any writing, drawing, stickers, or labels that are not the property of Northwood Local Schools.
- iPads must never be left in an unattended or unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day.
- Students must always keep their iPad in the protective case, provided by the school.

## 2.2 Carrying iPads

The protective case provided with the iPads has 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 must always be within the protective case.
- Pack the iPad in a backpack in such a way as to limit the amount of pressure applied to the iPad screen.
- Avoid bumping the iPad against any surface.

## 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 at any time.
- Do not place anything near the iPad that could put pressure on the screen
- Do not place anything in your backpack that will press against the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

## 3. 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. The iPad is the property of Northwood Local Schools. Therefore, school staff and administration have the right to check any material stored on a student’s iPad at any time.**

### 3.1 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. If a student repeatedly (three or more times as determined by any staff member) leaves their iPad at home, disciplinary action will be taken.

### 3.2 iPad Undergoing Repair

Replacement iPads will be issued to students when they leave their iPads for repair in the technology office.

### 3.3 Charging Your iPad’s Battery

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. Only charge your iPad with the provided charger.

### 3.4 General Use

- Sound volume should be at a level relative to the student's environment. Be aware of others. Do not be disruptive. Use headphones where needed.
- All software/apps provided by the district, must remain on the iPad. Data storage will be available through Google Apps on the iPad.

### 3.5 Home Internet Access

Students are allowed to set up wireless networks on the iPads. This will assist them with iPad use while at home.

## 4. Managing Your Files & Saving Your Work

**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. iPad malfunctions are not an acceptable excuse for not submitting work. Documents created should be stored on accounts created by technology staff such as Google Drive or some other approved cloud storage service.**

## 5. Software on iPads

### 5.1 Originally Installed Software

The software/apps originally installed by Northwood Local 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. The licenses for this software require that the software be deleted from iPads at the completion of the course. Periodic checks of iPads may be made to ensure that students have not removed required apps.

### 5.2 Additional Software

Students are allowed to load school appropriate software/apps on their iPads. Northwood Local Schools will synchronize the iPads to update school provided apps. Students will be required to synchronize their iPad to update their personal apps required by the school. The following is a list of apps students are restricted from downloading to their iPads:

Facebook, Twitter, Snapchat, Vine, Textnow, Textfree, kik messenger, yik yak, askfm, Tinder, Slingshot

This is an initial list of banned apps. Students may not load any apps other than those approved by Northwood Local Schools. If your iPad is found to have any of these apps, your iPad will be confiscated, the apps will be removed and you will be unable to use the App Store for a staff-determined amount of time.

### 5.3 Inspection

Students may be selected at random to provide their iPad for inspection. These inspections may include an inspection of all material saved on the iPad.

#### 5.4 Procedure for Re-loading Software

If technical difficulties occur or illegal software or non-Northwood Local Schools installed apps are discovered, the iPad will be restored from backup to its original state. 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 will be required to check in their iPads for periodic updates and syncing.

### 6. Acceptable Use

The use of Northwood Schools' technology resources is a privilege, not a right. The privilege of using the technology resources provided by the District is not transferable or extendible by students to people or groups outside the District and terminates when a student is no longer enrolled in the Northwood Local Schools. 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 district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Northwood Local Schools' Acceptable Use Policy as well as the Student Handbook shall be applied to student infractions. Violations may result in disciplinary actions up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

#### 6.1 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 do on the use of all media information sources such as television, telephones, movies, and radio.

#### 6.2 School Responsibilities

- School will provide Internet access to its students while at school.
- School will provide Internet blocking of inappropriate materials as able while at school.
- School will provide Google Apps as a cloud-based data storage area and an account for each student. These will be treated similar to school lockers. Northwood Local Schools reserves the right to review, monitor, and restrict information stored on or transmitted via Northwood Local Schools owned equipment and to investigate inappropriate use of resources.
- School will provide support and guidance to properly use the iPad.

#### 6.3 Student Responsibilities

- Students will use iPads/computers in a responsible and ethical manner.
- Students will obey general school rules concerning behavior and communication that apply to iPad/computer use.
- Students will use all technology resources in an appropriate manner so as not to damage school equipment or school data.
- Students will help the Northwood Local Schools protect its computer system/devices by contacting an administrator about any security problems they may encounter.

- Students will monitor all activity on their account(s). Students will protect their accounts by not sharing information about their account, any passwords or details about themselves over the Internet or with other students.
- Students should always turn off and secure their iPad after they are finished working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he or she is asked to print a copy and turn it into the administration.
- Students will return their iPad to the office at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at Northwood Local Schools for any other reason must return their individual school iPad on the date of termination.

#### 6.4 Student Activities Strictly Prohibited

- Illegal installation or transmission of copyright materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Messaging services (i.e. MSN Messenger, ICQ, iMessage, etc.)
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of iPad setting (exceptions include personal setting such as font size, brightness, home WiFi connection, etc.)
- Downloading apps which violate the Acceptable Use Policy.
- Spamming – sending mass or inappropriate emails.
- Gaining access to another student's accounts, files, and/or data.
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications such as MSM Messenger, Yahoo Messenger.
- Students are not allowed to give out personal information, for any reason, over the Internet.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism, (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Use of the iPad camera to take and/or distribute inappropriate or unethical material.
- Bypassing the Northwood Local Schools web filter through a web proxy.

#### 6.5 iPad Care

Students will be held responsible for maintaining their individual iPad and keeping them in good working order. Students will be responsible for damages to their iPads.

- iPad batteries must be charged and ready for school each day.



- Only labels or stickers applied by Northwood Local Schools may be applied to the iPad.
- iPad cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a sleeve replacement fee.
- iPads that malfunction or are damaged must be reported to the technology office. The school district will be responsible for repairing iPads that malfunction.
- iPads that are stolen or lost must be reported immediately to the office and the Northwood Police Department.

## 6.6 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 viewed as a form of cheating thus is a violation of the Northwood Local Schools Student 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 or hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

## 6.7 Student Discipline

If a student violates any part of the above policy, he or she will be subject to consequences as listed in the Acceptable Use Policy and Northwood Local Schools Student Handbook. **7.**

### **Protecting & Storing Your iPad**

#### 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 numbers and correlated asset tag.
- Northwood Local Schools Label.
- The student's name and graduation year written on the cover.

#### 7.2 Storing Your iPad

When students are not using their iPads, they should be stored in their locker or kept with the student. Nothing should be placed on top of the iPad when stored in student lockers. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. iPads should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store their iPad, they may check it in for storage in the office.

Do NOT leave your iPad in a place that is experiencing extreme hot or cold conditions (i.e. car in summer or winter). Extreme heat will damage the unit itself and extreme cold will cause severe screen damage.

#### 7.3 iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds, lunchroom, computer lab, locker rooms, LMC, unlocked classrooms and lockers, dressing rooms, busses, and hallways. Any iPad left in these areas

is in danger of being stolen or damaged. If an iPad is found in an unsupervised area, it will be taken to the office. Violations may result in loss of iPad privileges and/or other privileges.

**8. Repairing or Replacing Your iPad**

Students will be responsible for damages to their iPads including, but not limited to, broken screens, cracked plastic pieces, inoperability, etc. Depending on the damage and whether or not the damage was accidental or due to a malfunction of maintenance issue, the Northwood Local Schools District Protection Plan would be used to determine the cost of the repairs. In the case of intentional damage and/or neglect, the student will pay the full repair or replacement cost of the device.

**8.1 School District Protection Plan**

Insurance is available through Northwood Local Schools. The cost of the insurance protection is \$30 annually. This cost is added as an option for each student in their yearly fees. The insurance policy covers one iPad per student per school year for any costs outside the manufacturer’s warranty. Purchasing the insurance is not required, but students are responsible for all repair/replacement costs. Refer to the following coverage table for repair costs with and without insurance.

Claims	With Insurance	Without Insurance
Lost iPad	\$300	\$300
Stolen iPad (w/ Police Report)	\$0	\$300
Damage to Glass	\$0 (covering 1 repairs)	\$30
Damage to Glass and LCD	\$0 (covering 1 repairs)	\$60
Damage to headphone port	\$0 (covering 1 repairs)	\$10
Damage to charge port	\$0 (covering 1 repairs)	\$10
Damage to Case/Keyboard	\$10	\$10
Damaged/lost power cord	\$2	\$2
Damaged/lost power brick	\$5	\$5

**8.2 Claims**

All protection plan claims for accidental damage or maintenance must be reported and filed with the office. In cases of theft, students or parents must file a police or fire report and bring a copy of the report to the office before an iPad can be replaced with the School District Protection Plan.