

**SWAN VALLEY SCHOOL DISTRICT
ACCEPTABLE USE POLICY FOR DISTRICT TECHNOLOGY & 1:1 ENVIRONMENT**

The use of the Swan Valley School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Swan Valley School 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 Swan Valley School District. 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. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

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1. INTERNET AND NETWORK USE RULES

The district reserves the right to amend these basic rules and guidelines on a regular or as-needed basis. The following rules and guidelines apply:

1. Access only those places on the Internet, which are intended to be used for appropriate information retrieval, correspondence, and communication. Appropriate is defined as morally correct, free of antisocial behaviors, pornography, and any form of abusive or obscene behavior.
2. Follow the copyright laws dictated by current governmental regulations. Many things found on the internet are public domain. Downloading pictures, videos, articles, or sound files should be subject to approval of the lab supervisor.
3. Visiting internet sites that may charge for services, software, literature, or other products is against school policy and not allowed.
4. Altering or defacing the district's web pages in any way will subject one to disciplinary action.
5. Downloading of unapproved files, programs or applications is not allowed. Any downloading requires approval of the lab supervisor who will check for acceptability, legality, and lack of possible virus. Use or possession of hacking software is strictly prohibited.
6. In the case of accidental involvement with a questionable site or situation, consult the lab supervisor.
7. Representing oneself as another person on the Internet is not allowed.
8. Personal profit gain by using the district's system is not allowed. It is possible to create advertisements for local businesses with permission of the lab supervisor.
9. Follow all outlined federal, state, and local laws pertaining to the use of the Internet.
10. Bypassing the Swan Valley School District web filter through a web proxy is strictly prohibited.

2. COMPUTER WORKSTATION AND NETWORK RULES

It is the sole intent of the school district policy to provide and maintain the finest equipment and technology available to benefit students, staff and community members. To maintain this standard and preserve equipment, the following rules apply:

1. Treat all equipment with respect.
2. Login or falsification as another user is not allowed

3. 1:1 ENVIRONMENT

The focus of the iPad program at Swan Valley School District is to provide tools and resources to the 21st Century Learner. Excellence in education requires technology to be seamlessly integrated throughout the educational program. The iPad tablet provides a simple and portable way to manage information and allows students constant access to learning opportunities. 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.

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 anytime, anyplace, any pace.

The policies, procedures and information within this document apply to all iPads used within the Swan Valley School District, and include any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

A. iPad DISTRIBUTION AND COLLECTION

iPad Distribution

Parents & students must sign and return the Swan Valley School District Acceptable Use Policy For Technology and 1:1 Environment before the device can be issued to their child.

iPad Collection

iPads will be returned during the final week of school so they can be checked for serviceability. If a student transfers out of the Swan Valley School District during the school year, the iPad will be returned at that time. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Swan Valley School District for any other reason must return their individual school iPad on the date of departure. If a student fails to return the iPad at the end of the school year or upon termination of enrollment at Swan Valley School District, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad, or, if applicable, any insurance deductible. Failure to return the iPad will result in a theft report being filed with the Local Police Department. Furthermore, the student will be responsible for any damage to the iPad. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

B. 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 designated location for an evaluation of the equipment.

- Students will be held responsible for maintaining their individual iPads and keeping them in good working order. iPad batteries must be charged and ready for school each day.
- Students are prohibited from loaning out their iPad at any time.
- Only labels or stickers approved by the Swan Valley School District may be applied to the computer. Students are not to remove the district identification tag from the device.
- iPad cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a case replacement fee (see section 7).
- iPads that malfunction or are damaged must be reported to the office. 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. Students will be given information for purchasing private insurance to offset these costs.

General Precautions

- The iPad is school property and subject to inspection at any time without notice.
- Only use a clean, soft cloth to clean the screen, do not use cleansers of any type or paper products (as they may scratch the surface).
- 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 Swan Valley School District. In general, personalization of school issued devices is prohibited.
- Students are responsible for keeping their iPad's battery charged for school each day.
- Student must use school issued iPad cases and should remain intact at all times.

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 case includes a protective screen cover that must be used at all times.

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.
- 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 could eventually break the screen.

C. USING YOUR iPad AT SCHOOL

iPads are intended for use at school each day. Students should always turn off and secure their iPad after they are done working to protect their work and information. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad computer. Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

Use of the iPad is prohibited in the following areas/circumstances:

- Locker rooms
- Restrooms
- Any private areas used for the purpose of changing clothes
- Playgrounds
- Any other areas determined inappropriate by administration

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 leaves their iPad at home, they will be subject to disciplinary action.

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.

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. Repeat violations of this policy will result in disciplinary action. Chargers are to remain at home as they are not unique to an individual student (and students are responsible if lost or stolen).

Screensavers/Background photos

- Inappropriate media may not be used as a screensaver or background photo. NOTE: Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols, or pictures offensive to any particular group will result in disciplinary actions.
- Passcodes must be used.
- It is encouraged that the lock screen be set as a selfie or some type of personal identification

Pictures and Videos

- Students may not use technology to record, transmit or post photographic images or video of a person or persons on school property without approval from a staff member and each individual in the video/photo.
- Students are not allowed to photograph or videotape any individual without their permission.
- Use of the camera and video are only for educational and instructional purposes.

Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the iPad and can be used at the discretion of the teacher. Internet Games are not allowed on the iPads. Educational game apps will be installed by Swan Valley staff.
- All software/Apps must be district provided. Data Storage will be through apps on the iPad and email to a server location (i.e. Google Drive, iCloud, etc.)

Printing

Printing will be available with the iPad. However, students should consult with their teacher about how to submit assignments electronically. Students will be given instruction on printing from the IPADS while at school when deemed necessary.

D. MANAGING YOUR FILES & SAVING YOUR WORK

- Changing of iPad settings is prohibited (exceptions include personal settings such as font size, brightness, etc.)
- Downloading apps is at the discretion of the school district.

Saving to the iPad/Home Directory

Students may save work directly to the iPad. It is recommended students e-mail documents to themselves or use a cloud based solution for their file storage (i.e Google drive, iCloud etc) . 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.

Network Connectivity

The Swan Valley 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.

Other networks

Students are allowed to set up wireless networks on their iPads. This will assist them with iPad use while at home or other locations. Printing at home will require an “airprint capable” printer, proper settings on the iPad and associated application(s).

E. SOFTWARE ON iPads

Originally Installed Software

The software/Apps originally installed by Swan Valley School District 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 will be made to ensure that students have not removed required apps.

Additional Software

Students are not allowed to load extra software/Apps on their iPads. Swan Valley School District will synchronize the iPads so that they contain the necessary apps for school work. Students will not synchronize iPads or add apps to their assigned iPad, to include home syncing accounts.

Procedure for re-loading software

If technical difficulties occur or illegal software, non-Swan Valley School District 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.

Software upgrades

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

F. Cost of Repairs and optional insurance

Students will be held responsible for ALL damage to their iPads including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as cases, protective screens, and charger will be charged the actual replacement cost.

Replacement and repair costs are as follows:

iPad full replacement:	\$399
Case replacement:	\$40
Charger replacement:	\$20
iPad repair (glass, home button etc)	\$80

Any paid apps or costs incurred due to the student's use of the iPad or iTunes account are the students responsibility.

There are private insurance plans available to offset the cost of repairs. The program offered directly from Apple is described below.

- AppleCare+ : 2 year \$79, 3 year \$99
- protection against hardware defects during the duration of the plan; including battery
- phone support for end users for questions relating to iPad and Apple created iPad Apps
- Accidental Damage Protection; up to two incidents. Each incident has a \$50 deductible

There are many Third Party insurance plans available. Two popular ones that you can investigate are:

- <http://www.safeware.com/Individual.aspx>
- <http://www.worthavegroup.com/product/ipad-insurance/>

G. Theft

Students will be held responsible for their iPad if it is stolen. iPads that are stolen must be reported immediately to the student's main office. The building principal will make the determination on police involvement. The Swan Valley School District may assist the student in retrieving the stolen property. However, if it isn't recovered the student will be responsible for the replacement of the item.

Use or possession of hacking software is strictly prohibited and violators will be subject to Swan Valley School District Student Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

H. PROTECTING & STORING YOUR IPAD COMPUTER

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
- SVSD Label
- It is encouraged that the lock screen be set as a selfie or some type of personal identification.

Storing Your iPad

When students are not using their iPads, they should be stored in their lockers. Nothing should be placed on top of the iPad, when stored in the locker. Students are expected to take their iPads home every day after school, regardless of whether or not they are needed. iPads should not be stored in a vehicle at any time.

iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, Media Center, unlocked classrooms and hallways. 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 office. Students who are repeatedly irresponsible with their iPad may be subject to disciplinary consequences.

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Please print and return this page to the school by the **first Friday of September**. This agreement will be pushed out onto student iPads.

I agree to the stipulations set forth in the Swan Valley School District Acceptable Use Policy for District Technology and 1:1 Environment.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Addendum

iPad OPT OUT

The use of the iPad during the school day is not optional. The iPad is an instructional tool, similar to a textbook the use is mandatory. Students who choose to opt out of taking the iPad home will still be required to use the iPad while at school. The student will be required to complete all homework and assignments if they opt out of taking the iPad home. The student will check out their iPad from the designated location (main office for 3-8, library for 9-12) upon arrival to school and check in the iPad at the end of the school day.

The student is still responsible for meeting the requirements of the AUP during the school day. If the iPad is lost, stolen or damaged during the school day the student will still be responsible. In the event that the iPad is not checked in at the end of the day, the student will be responsible for the iPad as listed above.

I agree to the stipulations set forth in the Swan Valley School District Acceptable Use Policy for District Technology and 1:1 Environment. I am opting out of taking the iPad home and it will remain at school.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____