

Policies and Procedures For 1:1 Program St. Paul Public Schools

St. Paul Public Schools is proud to offer our St. Paul High School and Middle School students Apple iPad devices for use at school and at home. The 1:1 iPad Program, which provides mobile computing and wireless technology to all St. Paul High School and Middle School students, has been designed to enhance the delivery and individualization of instruction.

The following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving an iPad.

- Students will receive instruction from school district staff on the proper use of the iPad.
- Students will be able to take the iPad home during the school year if the student signs the Student Acceptable Use of Technology, iPad Consent Sheets and pays the required usage fee.
- Students are expected to treat the iPad as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the iPad unattended or in the passenger area of a car.
- Students must take precautions to prevent damage to the iPad; for example, do not leave the iPad where there is danger of coming in contact with moisture, excessive heat, and/or dropping.
- The district will provide some predetermined apps.
- Students are to use the iPad to access only socially and educationally appropriate materials and websites.
- Parents/Guardians/Students are charged with full responsibilities for any financial obligations incurred from the inappropriate use of the iPad.
- Students are to use the iPad in accordance with the St. Paul Public Schools Student Internet and Computer Access Policies Regulations and to maintain the iPad in accordance with the procedures and information provided.
- iPads and iPad accessories are the property of St. Paul Public Schools and must be returned at the end of the academic year, upon withdrawal from St. Paul Public 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 St. Paul Public 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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Section 1: iPad Specifications: iPad 3 by Apple, Inc. iPad 3 16GB Memory Wifi (3G not included):

iPad Restrictions - No personal machines will be allowed in St. Paul Public Schools without permission from building administration.

Section 2: Receiving Your iPad:

iPads will be distributed during our “iPad Boot Camp.” Parents and students must attend this yearly information session. Before receiving the iPad, students and parents must sign and return these forms/agreements:

1. The St. Paul Public Schools Technology/Internet Acceptable Use Agreement (part of the Parent/Student Handbook).
 2. The Usage Fee/iPad Consent Form
 - a. If a student receives an iPad, they will be required to pay a \$15 (1 student), \$10 (for 2nd student), \$5 (for 3rd student) nonrefundable usage fee.
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Section 3: Taking Care of Your iPad and iPad Accessories:

Students are responsible for the general care of the iPad and accessories they have been issued by the school. iPads that are broken or fail to work properly must be taken to a designated building location for an evaluation of the equipment.

General Precautions:

The iPad is school property. All users will follow these expectations and the Student Internet and Computer Access Policy for technology.

- 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.
- The iPad and its case must remain free of any writing, drawing, stickers, or labels that are not the property of the St. Paul Public School District.
- No stickers may be put on your iPad.
- iPads must never be left unsupervised.
- Students are responsible for keeping their iPad’s battery charged for school each day.

Carrying iPads:

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

- iPads must always be within the school issued protective case.
- Some carrying cases (i.e. backpacks) can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.

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 microfiber 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 could break the screen.

Section 4: Using Your iPad at School:

iPads are intended for use at school each day. Students are responsible for bringing their charged iPad to all classes. Only charge your iPad with the provided charger.

- iPad cameras are not to be used without permission from school officials.

iPads Undergoing Repair:

Loaner iPads may be issued to students when they leave their iPads for repair at their designated location. This will be at the discretion of the building administrator.

Students will be expected to return the loaner iPad by the end of the school day to their respected school location. Students are subject to consequences for failure to return a loaner iPad to the office.

Screensavers and Backgrounds:

Only school appropriate backgrounds and screensavers may be used on the iPads.

Examples of inappropriate backgrounds include the presence of weapons-related materials, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols, etc... These types of pictures on the iPad, or within its files, will result in disciplinary action and where appropriate, referral to law enforcement.

Passwords on screen savers are to be used. The iPad is the property of the school district. Therefore, school staff members have the right to check any material stored on a student's iPad, including the screensaver, at anytime.

Sound:

Students must have personal headphones to listen to audio. Sound must be muted unless permission is obtained from the teacher for instructional purposes.

Printing:

No printing is allowed on school issued iPads, unless instructed by staff.

Section 5: Managing Your Files and Saving Your Work:

It is the student's responsibility to ensure that work is not lost due to technical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

Section 6: iPad Apps:

The apps originally installed by St. Paul Public Schools must remain on the iPad in usable condition and be easily accessible at all times.

Security: Student iPads will be filtered through the districts Internet content filter. Parents/Guardians are responsible for iPad security after school hours.

Inspection:

Students may be selected at random to provide their school-issued iPad for inspection without notice by administration and/or their designee.

Section 7: Protecting and Storing Your iPad Device:

iPad Identification:

Student iPads will be labeled in the manner specified by the school. **Under no circumstances are students to modify, remove, or destroy these labels.**

Password Protection:

Students are required to set a passcode on their iPad. Tampering with machine security measures is forbidden. Violations of this requirement will result in disciplinary action.

Section 8: Acceptable Use Guidelines:

Students are responsible for ethical, socially appropriate and educational use of the technology resources of the St. Paul Public Schools. Under no circumstances should the iPad cases be opened or iPad turned on while in the locker room or restroom areas. In addition, under no circumstance should an iPad be used to take pictures or videos of other students or adults without their consent.

Students are allowed apps designated by the school and/or the school's designee.

Access to the St. Paul Public Schools technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the St. Paul Public Schools Student Internet and Computer Access Policy.

Transmission of any material that is in violation of any law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and iPad viruses.

Any attempt to alter data, the configuration of a iPad, or the files of another user, without the consent of the building principal or his/her designee(s), will be considered an act of vandalism and subject to disciplinary action in accordance with the district Student Internet and Computer Access Policies. Students who violate this may also be referred to law enforcement for criminal prosecution as appropriate.

Integrity and Civility:

In addition to any standard or rules established by the schools, the following behaviors are specifically prohibited as they violate the standard of integrity and civility.

Cheating - Plagiarizing - Falsifying Information - Violating Copyright Law - Hacking - Gaining unauthorized access to any network or iPad

E-mail:

Students will set up their mail app and their Apple ID with their school-issued spwildcat account. Please note that emails sent via the Google server and accessed on school-issued devices are not private and may be reviewed at any time and without notice. Communication with staff will be done through the student's spwildcat account.

The following rules will apply when using an email account: - Always use appropriate language.
- Do not transmit language/material that is profane, sexual, obscene, abusive, or offensive to others.

- Do not send mass emails, chain letters, or spam. Students should maintain high integrity with regard to email content. - No private chatting during class without permission.

Section 9: Precautions and Consequences:

Under no circumstances should iPads or other technology equipment be left in unsupervised areas. Unsupervised areas include, but are not limited to: the school grounds and campus, computer labs, break areas, unlocked classrooms, bathrooms, buses and hallways. Any iPad left in these areas is in danger of being stolen.

* Unsupervised iPads will be confiscated by staff and taken to the administrative office.

Each student is responsible for his or her iPad once it has been issued.

Usage Fee:

In order for a student to take an iPad off of the St. Paul Public School campus they must pay a nonrefundable usage fee of \$15 for first student, \$10 for second student, \$5 for third student, fourth and on are free.

- Cash or checks made payable to “St. Paul Public Schools”.
- An individual check must be made for this fee for each family.
- This fee is applicable for the current academic year.

Cost to Student:

Power adapter, the iPad case or any other school-owned accessories are not included with insurance. These items require a full replacement cost by the student with the exact same item.

Noncompliance with the policies of St. Paul Public Schools will result in loss of privileges, disciplinary action, and/or criminal prosecution as deemed appropriate (See Student Internet and Computer Access Policy).

Electronic mail, network usage, and all files stored on a school-issued iPad is not to be considered confidential and may be monitored at anytime by designated St. Paul Public Schools staff. The district will refer student misconduct to law enforcement and will cooperate fully with local, state, or federal officials in any criminal investigation, particularly those concerning or relating to violations of computer crime laws.

iPad Use:

The consequences for students who abuse their iPad privileges are as follows:

Violation #	Violations	1st Offense	2nd Offense	3rd Offense
1	*** Unattended iPad	Administrative Fee \$1.00	Administrative Fee \$1.00	Administrative Fee \$1.00 + STOPiT Class + Restrictions Level 1
2	Inappropriate apps or device usage	STOPiT Ticket + Restrictions Level 1	STOPiT Ticket + STOPiT Class + Restrictions Level 2	STOPiT Ticket + STOPiT Class + Restrictions Level 3
3	Downloaded apps from "Apps Not Allowed" list (found on school website)	STOPiT Ticket + 2 Detentions + Restrictions Level 1	STOPiT Ticket + STOPiT Class + 4 Detentions + Restrictions Level 2	STOPiT Ticket + STOPiT Class + Restrictions +Level 3 + 1 Day ISS
4	Inappropriate Music (administrative discretion)	STOPiT Ticket + Restrictions Level 1	STOPiT Ticket + STOPiT Class + Restrictions Level 2	STOPiT Ticket + STOPiT Class + Restrictions Level 3
5	Inappropriate Voice Recording	STOPiT Ticket + Restrictions Level 1	STOPiT Ticket + STOPiT Class + Restrictions Level 2	STOPiT Ticket + STOPiT Class + Restrictions Level 3
6	Abuse of iPad and Accessories	STOPiT Ticket + Restrictions Level 1	STOPiT Ticket + STOPiT Class + Restrictions Level 2	STOPiT Ticket + STOPiT Class + Restrictions Level 3
7	Inappropriate Pictures	STOPiT Ticket + Restrictions Level 1	STOPiT Ticket + STOPiT Class + Restrictions Level 2	STOPiT Ticket + STOPiT Class + Restrictions Level 3
8	Inappropriate Internet Sites	STOPiT Ticket + Restrictions Level 1	STOPiT Ticket + STOPiT Class + Restrictions Level 2	STOPiT Ticket + STOPiT Class + Restrictions Level 3
9	Inappropriate Communication with others (behavior)	ISS + Restrictions Level 1	ISS + Restrictions Level 2	ISS + Restrictions Level 3

*** Violation one, unattended ipads, will accumulate separate from violations two through nine. Subsequently, violations two through nine will accumulate in conjunction with each other (e.g. violation 3 on Monday = a first offense + violation 8 on Thursday = a second offense).

The administration retains the right to suspend the student's iPad for a longer period of time if the offense warrants or for any offense not listed on this sheet. This includes suspending the iPad for the remainder of the semester or school year. Suspension days are school days. All 7-12 Student Handbook procedures will apply.

The St. Paul School District is not liable for and disclaims any liability arising from any injury or damage caused by or stemming from unauthorized access to the network or inappropriate use of authorized access to the network.

A student and the student's parents or guardians, by submitting the User Application and Waiver Form with their respective signatures in order to gain access to the iPad network, agree to release the School District from any liability for physical or emotional harm or damage resulting to the student that is caused by or related to the inappropriate use of the iPad network.

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Appendix I

606.06 Student Internet and Computer Access

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I. Student Expectations in the Use of the Internet

A. Acceptable Use:

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. Unacceptable Use:

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers,

including the downloading and copying of copyrighted material.

3. Students shall not use electronic mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers without the direct permission of the building administrator and/or their designee.
4. Students shall not use school computers to participate in online auctions, online gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their name, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that claim to represent the school district or the work of students at the school district without the express written permission of the system administrator.

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8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home additional technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not forge electronic mail messages or web pages.

II. Enforcement

A. Methods of Enforcement:

1. The district monitors all Internet communications, Internet usage and patterns of Internet

usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.

2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server- based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

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B. Consequences for Violation of this Policy:

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - a. Loss of computer privileges;
 - b. Short-term suspension;
 - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - d. Other discipline as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. Protection of Students

A. Children's Online Privacy Protection Act (COPPA)

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for educational purposes.

B. Education About Appropriate Online Behavior

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on:
 - a. Appropriate interactions with other individuals on social networking websites and in chatrooms.
 - b. Cyberbullying awareness and response.
3. The School District's administration and/or designee shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy.

Appendix II

St. Paul Public Schools 2013-2014 Agreement Form

Please PRINT the following information:

Guardian Name (first & last): _____

Student Name (first & last): _____

Student Grade: _____

I agree that my student and I have read and will comply with all policies and procedures within the "Policies and Procedures for 1:1 Program" document. I understand that this policy covers one Apple iPad device and accessories that are property of St. Paul Public Schools described within for one student.

Student Signature

Parent/Guardian Signature

.....
Please check only ONE box and sign:

We will pay the school district's nonrefundable usage/insurance fee(s) that will allow my child to take the device and accessories off school grounds. We do understand that this will cover one minor damage claim (up to \$150 dollars, not including accessories) any additional expense will be my responsibility. If the device is lost or stolen, full replacement price will be my responsibility.

Student Signature: _____

Parent/Guardian Signature: _____

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We will not pay the school district's nonrefundable usage/insurance fee(s) and we understand that my student will not be allowed to take the ipad or accessories off school grounds. I do understand that my student and I are responsible for all costs incurred to the Apple iPad device and accessories that are the property of St. Paul Public Schools described within, for the prescribed student.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____