

# **SOUTH VERMILLION COMMUNITY SCHOOL CORPORATION**

## **iPad Policy**

The following policies refer to the use of an Apple iPad to be used as a digital learning tool. Students are also required to follow all the guidelines outlined in the South Vermillion Community School Corporation's Responsible Use Policy as well as all Board policy. As South Vermillion's Digital Initiative centers on new technologies and educational methodologies, additional policies will continually be reviewed and this set of policies updated. Please refer to the South Vermillion Community School Corporation (SVCS) website for the most up-to-date information.

SVCS retains sole right of possession of the iPad and related equipment. The iPad will be issued to students according to the guidelines set forth in this document. The classroom teacher, school administration, or district employee retains the right to collect and/or inspect the iPad at any time and to alter, add or delete installed software or hardware. Usage is a privilege and not a right.

### **1. Cost of the iPad**

- A. The cost of the iPad will be included in the students' instructional fees. The South Vermillion Digital Instruction Initiative should have little effect on the total amount a student pays in book fees.
- B. The cost of the iPad includes: the iPad, case, charger, and software applications (apps). All should be returned in good working condition at the end of the school year, when a student withdraws, or terminates enrollment at SVCS for any reason.
- C. Apps will be installed on the iPads and will be the property of the student. Certain apps may be included on the iPad as part of a classroom instructional supply fee and will remain under the ownership of SVCS.

### **2. Damaged, Lost or Stolen iPads**

- A. The student's iPad rental has limited liability coverage. Should parents be required to pay for damage or replacement, payments may be made monthly to the School Corporation. Parents may choose to purchase an additional insurance policy if concerned about damage and/or liability. Supplemental insurance information will be provided to parents.
- B. South Vermillion's coverage includes:
  1. Replaced screen – replacement cost (approximately \$50)
  2. Replacement of cases or chargers – replacement cost
  3. All other results of damage - \$150 deductible for each occurrence
  4. Lost or stolen iPad – replacement cost (up to \$379)
- C. Should an iPad be damaged, lost, or stolen the student and parent/guardian should immediately notify the school administration. A police report will be filed for any lost or stolen devices.
- D. In the event of a lost or stolen iPad and once a police report is filed, SVCS, in conjunction and only in conjunction with police, may deploy location software which may aid the police in recovering the iPad.

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#### **3. Student use of the iPad**

- A. iPads will be distributed early in the school year and collected at the end of the school year. All iPads must be returned at the end of the school year or the student may be charged replacement costs of the iPad.
- B. Each iPad will be distributed with a school-issued case, which must remain on the iPad at all times. Students may replace the case if approved by school administration. In such instances, the school-issued case must be returned to the Student Support Center.
- C. The iPad is the property of SVCS and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on an iPad or a school supplied or supported email service. Devices may be selected at random and subject to inspection.
- D. The SVCS iPad is the only approved personal computer allowed. All other computers are not allowed and subject to seizure.
- E. The iPad comes equipped with both a front and rear-facing camera and video capacities. Students must ask permission before recording an individual or group. SVCS retains the rights concerning any recording and/or publishing of any student or staff member's work or image. Students must obtain permission from an administrator to publish a photograph or video of any school related activity.
- F. Students are responsible for bringing their fully charged iPad to school every day. Failure to bring an iPad or any other class material(s) does not release the student from their responsibility for class work. If a student repeatedly fails to bring materials to class, including an iPad, the student will be subject to disciplinary action.
- G. While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and subject to disciplinary action.
- H. Students may have the ability download appropriate music to the iPad. This will be a privilege, not a right and may be subject to removal. Students may bring headphones/earbuds for audio use when in class and approved by teachers.
- I. Students who meet specified criteria may be given rights to the App Store. For those students allowed to download additional apps, those apps must be educationally appropriate and not cause a disruption to the educational process. SVCS reserves the right to disable the App Store and remove any apps deemed inappropriate.
- J. The iPad affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space.
- K. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
- L. SVCS requires students to take their iPad home at night for class work and recharging. All the rules and regulations that are in effect during the school day extend to the use of the iPad at home.
- M. SVCS makes no guarantee, written or implied, that materials on the iPad, including student work, will be safe from deletion or corruption, accidental or otherwise.

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#### **4. Student Responsibility**

- Bring the iPad to school each day in working condition, fully charged.
- Use the iPad as a learning tool while creating original work that is not plagiarized or borrowed from a classmate or any other individual or source.
- Assume personal responsibility for the iPad and take care to avoid damage and/or loss of the device.
- Participate in classroom activities and follow directives of SV staff in regards to appropriate use of the iPad.
- Use online resources safely, respectfully, and appropriately

#### **5. Parent Responsibility**

- Be informed of your child's activities on the iPad, periodically use the device to become familiar with its capabilities.
- Communicate concerns with teachers regarding the implementation of technology in the classroom.
- Communicate with your child regarding their use
- Talk to your child about values and standards that your child should follow on the use of the online resources just as you would on the use of all media information sources such as television, telephones, movies, and radio.

#### **6. School Responsibilities**

- Provide access to Internet, email and other online educational resources.
- Provide Internet filter to attempt to block inappropriate material.
- Provide guidance to aid students in using the iPad as a learning tool and help assure student compliance of the RUP.
- Use iPad effectively as a vital tool in the instruction and learning process.

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**STUDENT & PARENT AGREEMENT**

	Student Initials	Parent Initials
1. Students must abide by all school rules as outlined in the Student Handbook and Responsible Use Policy.		
2. Students agree to participate in all class activities and assignments as directed by their teachers.		
3. Students and parents agree to be responsible for proper care of the iPad, and that any damage or loss may result in financial liability in replacing the iPad (up to \$379).		
4. Students and parents agree that any inappropriate use of the iPad will result in school discipline, that may include the loss of technology privileges, and other discipline outlined in the student handbook.		
5. Students and parents agree that all apps and content to be installed on the iPad, including music and media files, must be acceptable in a school environment.		
6. Parents agree to monitor student use on the Internet while on their home network using the iPad.		
7. Students and parents agree that SVCS personnel may search the school issued iPad, and at no time, should a student expect a right to privacy of materials on the iPad.		
8. Students and parents leaving SVCS must return the iPad and accessories in good working condition.		

This contract was provided to us (student and parent) following a meeting regarding the iPad. We have been informed about appropriate use, care and maintenance, costs, damages, and insurance options.

By signing below, we agree to the expectations and procedures as detailed above.

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parent Signature

\_\_\_\_\_  
 Date

A copy of this contract is available on our website at  
<http://xserver.svcs.k12.in.us/groups/digitalllearning/>