

iPad Guidelines & Procedures

The purpose of the iPad is to provide a one-to-one learning resource to provide students with the opportunity to be successful 21st century learners. It is the District's intent that iPads be used as learning tools to assist students with their academic requirements and empower them to become organized, self-directed learners. The iPads and accessories are property of Middletown Area School District and are distributed to students for the purpose of completing schoolwork at school and home. The following guidelines apply to iPad use at school and home.

Student Responsibilities

- Students are responsible for the safety and care of their District issued iPad at all times.
- iPads will be labeled with each student's name and students are to use only the iPad to which they have been assigned.
- Students should bring their iPads to school charged at least 80% every day.
- Middle School students may not be in possession of iPads in restrooms, locker rooms, or the cafeteria during lunch period. iPads are to be secured in the student's locker when not in use during school hours.
- High School students may not be in possession of iPads in restrooms or locker rooms.
- iPads should remain in their protective cases at all times.
- Students should take care in inserting the power cable carefully into the iPad to prevent damage.
- Students should use a clean, soft lens cloth or official screen wipe to clean the screen. Do not use cleansers of any type.
- **iPads and covers should remain free of any permanent writing, drawing, stickers or labels that are not the property of MASD. Any iPads containing this type of damage will be charged a cleaning fee.**
- Students should not remove or deface any MASD iPad identification labels or serial numbers.
- Students should not lean on the iPad or place anything near the iPad that could put pressure on the screen and cause potential damage to the device.
- Students should not overtly misuse the iPad in any way.
- Students should not disassemble any part of the iPad or attempt repairs.
- Student iPads may be subject to inspection at any time and without notice.

iPad Repairs

Students should immediately report technical issues to a teacher. If a District-issued iPad needs repair, students must report to the Tech Office during the times determined by the school staff. Students will be given a loaner iPad to use during the time needed to address the repair. To avoid fees, all repairs and/or missing equipment must be addressed prior to the last day of school.

iPads Left at Home

Students are responsible for completing all work if the device is left at home. **Loaner iPads will NOT be provided if a student leaves their device at home.**

Digital Responsibility

Students are to be digitally responsible citizens by behaving safely, responsibly, and ethically in the following ways:

- Students are required to follow all District Policies, including, but not limited to, the MASD Acceptable & Safe Use Policy for Technology (#815).
- Students should recognize that being safe is more important than anything else.
- Students should keep their passwords private.
- Students should only post things they would want parents, teachers or community members to see.
- Students should report content that is potentially inappropriate.
- Students must inform an adult if anything potentially dangerous happens online.
- Students should refrain from sending mass or inappropriate emails.

iPad Applications (Apps)

- District installed apps must remain on the iPad at all times.
- The District may wirelessly push out apps to student iPads as deemed necessary by classroom teachers.
- Students may be instructed by teachers to download free apps from the MASD App Catalog.
- Periodic, random checks of iPads may be made to ensure that no District apps have been deleted.
- The District is not responsible for any charges incurred due to student downloads.
- School/administrative staff members have permission to review and evaluate all student installed apps. If deemed inappropriate for school, the District will require the student to remove them from the device. Inappropriate apps are any that violate District rules or policies, are not school-related, and/or not required to complete student assignments.
- If students have a personal iOS device that is set to automatically sync to the same Apple ID as the District issued iPad, it is expected that they delete inappropriate apps from their school iPad.

Photos, Videos & Audio Recordings

- Students may not illegally download, install or transmit copyrighted photos, videos, audio recordings and/or text.
- All parents, students, faculty, staff and administrators have privacy rights and should not be recorded with any electronic device without their knowledge and permission.
- Students may not take, copy, post or otherwise disseminate pictures, videos and/or audio recordings of anyone without their consent.
- Personal photos, videos, and audio recordings not related to school must **NOT** be housed on the device or on District accounts such as email, Google Drive, etc.
- Violators are subject to disciplinary action including, but not limited to, loss of privileges, detention, suspension and expulsion.
- In the event that a crime may have been committed, the Middletown Area School District will contact local authorities.

Network

- The District's internet content filter functions on iPads at all times; both on and off campus.
- Students should not attempt to bypass the internet filter using any technology available (proxy servers, remote desktop sharing, etc).
- Personal devices may not be connected to the District network unless authorized by the Technology Department.
- Infecting the network with a virus or program designed to damage, alter, destroy, or provide access to unauthorized data or information is a violation of the MASD Acceptable & Safe Use Policy for Technology and is strictly prohibited.
- Students are not permitted to access any digital material, computer images, website content, and similar files that violate any District rule, policy, or local, state or federal laws, statutes or regulations.
- Processing or accessing information related to hacking, altering, or bypassing network security policies is a violation of the MASD Acceptable & Safe Use Policy for Technology and is strictly prohibited.

Fee Schedule

- The District-issued iPad and its accessories must be returned at the end of the school year.
- Any student who fails to return their iPad or accessories at the end of the school year will be responsible for paying the replacement cost of the items.
- Any student who returns an iPad or any accessories that are deemed unusable will be expected to pay for the cleaning, repair, or replacement of the item(s).
- Fee Schedule:
 - USB to USBC Cable: \$20.00
 - Charger: \$20.00
 - Gr. K-3 Case: \$20.00
 - Gr. 4-12 Case: \$100.00
 - iPad - Accidental Damage: Half the cost of repair
 - iPad - Purposeful Damage: \$450.00 or cost of repair
 - iPad - Stolen (w/ Police Report): \$50.00
 - iPad - Lost (no Police Report): \$450.00
 - Cleaning Fee: \$20.00