



Bark River-Harris Schools
Student & Parent/Guardian iPad Guide/Forms

All forms must be completed in order to receive an iPad



Bark River-Harris Schools Student & Parent/Guardian iPad Guide

Student Use of the iPad

1. The iPad is the property of the Bark River-Harris School District and as a result may be seized and inspected at any time. If passwords for accessing student iPads are used they must be registered with the district. The student should have NO expectations of privacy of materials found on an iPad or a school supplied or supported email service.
2. Bark River –Harris School iPad is the only approved personal computer allowed. All other computers and wireless devices are not allowed to connect to the district network and are subject to seizure.
3. The iPad comes equipped with both front and rear-facing camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group. Bark River-Harris School retains the rights concerning any recording and/or publishing of any student or staff member's work or image. Students must obtain permission to publish a photograph or video of any school related activity. Unauthorized recordings are subject to disciplinary action in accordance with School Board Policy.
4. Students are responsible for bringing their iPad fully charged to school every day unless otherwise directed by a staff member. Failure to bring an iPad or any other class material(s) does not release the student from their responsibility for class work. If students repeatedly fail to bring materials to class, including an iPad, students will be subject to disciplinary action or the natural consequences associated with not being prepared for class.
5. While personalized screensavers, wallpapers, and protective covers 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 are subject to disciplinary action.
6. Students are encouraged to create a passcode to protect their iPad. Students **must** turn this passcode into the office and notify them of any changes. Any student who does not register a passcode, and their iPad becomes disabled, will be charged a \$10.00 reimaging fee.
7. iPads must remain free of any writing, drawing, stickers or labels that are not property of Bark River-Harris Schools.
8. The adding or deleting of an “app” is by district approval only. Failure to comply may result in restricted access to the iPad and/or a substantial reimage cost to the student.
9. Games, music, videos, and sound use will be at the discretion of the classroom teacher and building administrator. Unless permission is obtained, sound must be muted at all times.

- 10.** 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. It is recommended students email documents to themselves for storage using alternative methods. It is a student's responsibility to ensure that work is not lost due to mechanical failure, accidental deletion, or re-imaging.
- 11.** 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 number of others.
- 12.** When appropriate, Bark River-Harris Schools encourages 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.
- 13.** Bark River-Harris Schools makes no guarantee, written or implied, that materials on the iPad, including student work, will be safe from deletion or corruption, accident or otherwise.

A Parent/Guardian Guide to Student Use

Bark River-Harris Schools recognizes that with new technologies come new challenges to both teachers and parents. Below is a list of suggestions that may aid you, the parent, in effectively guiding your child's use of the iPad.

1. **Take extra steps to protect your child.** Encourage your child to use and store the iPad in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your child to help develop safe surfing habits. Children often model adult behavior.
2. **Go where your child goes online.** Monitor the places that your child visits. Let your child know that you're there, and help teach him/her to act appropriately as he/she works and socializes online.
3. **Review your child's friends list.** You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.
4. **Understand sites' privacy policies.** Internet sites should spell out your rights to review and delete your child's information.
5. **Report unwelcome or malicious online threats.** Report any online interactions that can be considered threatening to the proper authorities at school in a timely manner.
6. **Help your child develop a routine.** Many parents have found success by creating and monitoring a routine for their child's appropriate use and care of the iPad.
7. **Take a look at the apps or programs.** It is to the advantage of the student, parents, and school that the parents have a working understanding of the programs and student work found on the iPad.
8. **Read and share the Bark River-Harris iPad Care and Maintenance Policy with your child.** By reading and discussing the care and maintenance policies, you can create a clear set of expectations and limitations for your child.
9. **Protective carrying bags.** Bark River-Harris School strongly suggests students utilize a protective carrying bag to help prevent accidental dropping of the device.



Bark River-Harris Schools Care and Maintenance of the iPad

1. The care of your iPad is your responsibility.
2. Never leave an iPad unattended. When not in your personal possession, the iPad should be in a secure, locked environment. Unattended iPads will be collected and stored in the principal's office.
3. Because the iPad is intended for daily use, iPads must be charged nightly so it is ready for use every day. Do not leave your iPad in your locker overnight.
4. Your iPad comes with a protective case to help minimize damage. The iPad must remain in a protective case at all times. The iPad and the iPad cover must remain free of stickers, writing, painting or any other forms of decoration.
5. Do not lend your iPad to another person. Each iPad is assigned to an individual student and the responsibility for the care of the iPad solely rests with that student.
6. The iPad is an electronic device and care must be exercised when handling the iPad. Never throw or slide the iPad or a book bag that contains an iPad. Never place an iPad in a book back that contains food, liquids, heavy or sharp objects. Avoid placing weight on the iPad.
7. Avoid applying liquids to the iPad. The iPad can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad. Use of unapproved cleaners may remove the protective film covering the face of the iPad.
8. While the iPad is scratch resistant, the iPad will scratch. Avoid contact with sharp objects. Commercially produced screen protectors can be purchased to protect the screen.
9. Never expose your iPad to long term extremes in temperature or direct sunlight. Do not store your iPad in your car.
10. Your iPad comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. Student-issued iPad accessories are the responsibility of the student.
11. Each iPad has a unique serial number and identification sticker. At no times should these numbers or stickers be modified or removed.
12. Modifying, disabling or attempting to disable any district settings is a violation of the acceptable use policy and grounds for disciplinary action.
13. Do not attempt to gain access to the internal electronics or repair your iPad. If your iPad fails to work or is damaged, report the problem to the principal's office as soon as possible. iPad repair/replacement options will be determined by the appropriate staff.



Bark River-Harris Schools **Costs, Repair, and Replacement of the iPad**

1. Each BR-H student in 7-12 is being provided with an iPad 4 package at no cost. This package includes an iPad4, protective case, charging cord and appropriate, pre-installed educational applications.
2. The BR-H School District will be providing an insurance policy to insure against theft or accidental damage.
3. In the event that an iPad is damaged or stolen the student will be assessed a \$50.00 deductible for the repair or replacement of the iPad for the first occurrence per device. If a second repair or replacement is needed students will be assessed a \$100.00 deductible. The student will be charged the full cost (up to \$500.00) plus any reformatting costs for each subsequent repair or replacement.
4. Families may wish to purchase their own personal insurance to protect the iPad in case of loss, theft, or accidental damage.
5. Should an iPad be damaged, lost or stolen the student and parent/guardian should immediately notify the school administrator. If stolen, the filing of a police report by the parent/guardian will be required.
6. In the event of a stolen iPad, the BR-H School District may deploy location software, which may aid in recovering the iPad.
7. Students who leave the BR-H School District during the school year must return the iPad, along with any other accessories, at the time they leave the district. The iPad and all accessories should be returned to the appropriate building office.
8. Students will turn in their iPad a minimum of two times a year (at winter break and summer vacation) for scheduled maintenance.



**Bark River-Harris Schools
Student Pledge for iPad Use**

1. I understand the care of my iPad is my responsibility.
2. I will take good care of my iPad.
3. I will never leave my iPad unattended.
4. I will ensure that my iPad battery is charged nightly.
5. I will protect my iPad by keeping it in an approved case at all times.
6. I will not place decorations (such as stickers, markers, etc) on my iPad.
7. I will never loan out my iPad to other individuals.
8. I will keep food and beverages away from my iPad since they may cause damage to the device.
9. I will keep my iPad away from liquids and will use proper care to keep it clean.
10. I will avoid using objects that may scratch the screen.
11. I will not expose my iPad to extreme temperatures and direct sunlight.
12. I will not deface the serial number on an iPad.
13. I will not delete any school installed applications or software.
14. I will not disassemble any part of my iPad or attempt any repairs.
15. I will use my iPad in ways that are educational and appropriate.
16. I will follow the BR-H Acceptable Use Policy (AUP) at all times.
17. I will register my passcode with the office.
18. I understand that my iPad is subject to inspection at any time without notice.
19. I understand that my iPad remains the property of the BR-H School District.
20. I will file a police report in the case of theft, vandalism, and other acts covered by insurance.
21. I will be responsible for all damage or loss caused by neglect or abuse.
22. I agree to return my iPad, case, power cords, and accessories in good working condition.
23. I will know where my iPad is at all times.

I agree to the stipulations set forth in the Student Pledge for iPad Use.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

iPads and accessories must be returned to the BR-H School District at the end of each school year. Students who graduate, withdraw, or terminate enrollment within the BR-H School District for any other reason must return their iPad on the date of termination.

Apple iPad Serial # _____



Bark River-Harris Schools
Parent iPad Agreement

I (Parent/Guardian) give permission for my child, _____ to use his/her assigned iPad in school and/or take the assigned iPad off of the Bark River-Harris campus. My child and I understand the following:

1. Students must bring the iPad to school each day fully charged for class.
2. Students have no expectation of privacy in regards to use of the iPad. School administration and teachers have the right to access all data and information on the iPad, including, but not limited to Internet browser history.
3. The iPad is the property of Bark River-Harris Schools. Parents and students agree that it will only be used in accordance with the BR-H Acceptable Use Policy (AUP). Any damage or loss may result in financial liability in accordance with the BR-H Costs, Repair, and Replacement Policy.
4. Students involved in after-school activities must store their iPad in a secure area.
5. Parents and students are responsible for making sure the iPad is kept in a safe place during home use.
6. Parents and students agree that all “apps” and content to be installed on the iPad must be pre-approved by school administration.
7. Students must keep the iPad in the protective case at all times.
8. Students leaving the Bark River-Harris District must return the iPad and accessories.
9. All iPads may be seized and inspected at any time without notice.

By signing below, I agree to the expectations and procedures as detailed above and in the BRH Acceptable Use Policy.

Parent Name (print)

Parent Signature

Date

Apple iPad Serial # _____



Bark River-Harris Schools

Internet Acceptable Use¹

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or

¹ This handbook procedure contains broad language to give schools a wide range of options in adopting an AUP. Consult your school district policy manual to assure consistency and alignment with district policy.

omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's email system constitutes consent to these regulations.

Cross Reference:

PRESS 6:235, *Access to Electronic Networks*

LLS Comment: *While this handbook language is generally appropriate, please be aware that changes in the federal Children’s Internet Protection Act (“CIPA”) require school districts to update their Internet safety policies by July 1, 2012. School officials should check Board Policy for updated language and corresponding acceptable use agreements to ensure that handbook language is consistent with newly-adopted policy and agreements that comply with the law, including: (1) assurance that the District will use technology protection measures to block access to material that is obscene, that constitutes child pornography, or that is “harmful to minors”; and (2) assurance that the District will monitor minors’ online activities. The policy must also address: (1) minors’ access to “inappropriate” matter on the Internet; (2) the safety and security of minors when using e-mail, chat rooms, and other forms of direct electronic communications; (3) unauthorized access, including “hacking” and other unlawful activities by minors online; (4) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (5) measures restricting minors’ access to material harmful to them. A school district has an affirmative obligation to define what material it considers to be “inappropriate” for minors.*