



New Hampton Middle School  
iPad Policy, Procedures, and  
Information  
2021-2022

The policies, procedures, and information within this document apply to all iPads/computers used at New Hampton Middle School, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

# TABLE OF CONTENTS

TOPIC PAGE

- 1. RECEIVING YOUR iPad ..... 3
  - 1.1 Receiving Your iPad and iPad Check-In ..... 3
  - 1.2 iPad Check-In ..... 3
  - 1.3 Check-in Fines ..... 3
- 2. TAKING CARE OF YOUR iPad ..... 3
  - 2.1 General Precautions ..... 3
  - 2.2 Carrying iPads ..... 3
  - 2.3 Screen Care ..... 3
- 3. USING YOUR iPad AT SCHOOL ..... 4
  - 3.1 iPads Left at Home ..... 4
  - 3.2 Lost or Stolen iPads ..... 4
  - 3.3 iPad undergoing repair ..... 4
  - 3.4 Charging Your iPad' Battery ..... 4
  - 3.5 Screen Backgrounds / Lock Screen Photos ..... 4
  - 3.6 Sound, Music, and Games ..... 4
  - 3.7 Printing ..... 4
  - 3.8 Home Internet Access / Printing ..... 4
  - 3.9 iPad's and Extra curricular Activities ..... 4
- 4. MANAGING YOUR FILES & SAVING YOUR WORK ..... 4
  - 4.1 Saving to iPad / Cloud Storage ..... 4
  - 4.2 Network Connectivity ..... 5
- 5. SOFTWARE ON iPADS ..... 5
  - 5.1 Originally Installed Software ..... 5
  - 5.2 Additional Software ..... 5
  - 5.3 Inspection ..... 5
  - 5.4 Procedure for Re-loading Software ..... 5
  - 5.5 Software Upgrades ..... 5
  - 5.6 Technology Support ..... 5
- 6. ACCEPTABLE USE ..... 5
  - 6.1 Parent/Guardian Responsibility ..... 5
  - 6.2 School Responsibilities are to: ..... 5
  - 6.3 Students are Responsible For ..... 6
  - 6.4 Student Activities Strictly Prohibited ..... 6
  - 6.5 Legal Propriety ..... 6
  - 6.6 Student Discipline ..... 6
- 7. PROTECTING & STORING YOUR IPAD COMPUTER ..... 7
  - 7.1 iPad Identification ..... 7
  - 7.2 Storing Your iPad ..... 7
  - 7.3 iPads Left in Unsupervised Areas ..... 7
- 8. REPAIRING OR REPLACING YOUR iPad COMPUTER ..... 7
  - 8.1 Accident Damage ..... 7
  - 8.2 Personal Home/Homeowners Insurance ..... 7
  - 8.3 Cost of Replacement/Repair ..... 7
  - 8.4 Warranty Repairs ..... 8
  - 8.5 Vandalism and Theft ..... 8
- 9. LEGAL JURISDICTION ..... 8
- 10. Student Pledge for iPad Use.....9

RECEIVING YOUR iPad
---------------------

### 1.1 Receiving Your iPad

iPads will be distributed at the beginning of each school year during the first day of school. Students will participate in a technology bootcamp the first week of school, learning the basics of the iPad and Cybersafety. Students in grades 5-8 will receive their iPad and carrying case the first or second day of school and turn them in on scheduled Wednesday's for updating. NHMS parents & students must sign and return the Student/Parent Pledge documents before the iPad can be issued to their child. Students in grades 5-8 will keep the same device over the next 4 years. All iPads will be returned to the school district at the end of the school year. In order for this endeavor to be successful, it will take a joint effort between the students, staff and parents to ensure the success of this program.

### 1.2 iPad Check-in

iPads will be returned during the final week of school so they can be checked for serviceability. The iPads will be stored at the school for the summer break. If a student transfers out of the New Hampton Community Schools during the school year, the iPad will be returned at the time of checkout.

### 1.3 Check-in Fines

1.3.1 Individual school iPads and accessories must be returned to the school technology department at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at NHMS for any other reason must return their individual school iPad and accessories on the date of termination.

1.If a student fails to return the iPad at the end of the school year or upon termination of enrollment at NHMS, that student will be subject to criminal prosecution and/or civil liability. The student will also pay the replacement cost of the iPad and accessories. Failure to return the iPad will result in a theft report being filed with the New Hampton Police Department.

2.Furthermore, the student will be responsible for any damage to the iPad, consistent with the District's iPad Protection plan and must return the iPad and accessories to the school technology department in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

### 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 middle school office for an evaluation of the equipment.

### 2.1 General Precautions

- 2.1.1 The iPad is school property and all users will follow this policy and the acceptable use policy for technology.
- 2.1.2 Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- 2.1.3 Cords and cables must be inserted carefully into the iPad to prevent damage.
- 2.1.4 iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the New Hampton School District.
- 2.1.5 iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- 2.1.6 NHMSD students are responsible for keeping their iPad battery charged for school each day.
- 2.1.7 Students will have the same iPad for the life of the iPad (8<sup>th</sup> grade iPads will go to next year's 5<sup>th</sup> graders).

### 2.2 Carrying iPads

A protective case/cover for the iPad is provided to help protect the iPad and provide a suitable means for carrying the device throughout the day. iPads should always be within the protective case when carried. Students should always transport the iPad responsibly, in a manner that will mitigate the danger of bumps, falls and drops. Each iPad carrying case will have student identification card attached. If a student's identification card is missing they will be charged \$2.00 to replace it.

### 2.3 Screen Care

- 2.3.1 The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- 2.3.2 Do not put unnecessary pressure on the top of the iPad.
- 2.3.3 Do not place anything near the iPad that could put pressure on the screen.
- 2.3.4 Do not place anything in a carrying case that will press against the screen.
- 2.3.5 Clean the screen with a soft, dry cloth or anti-static cloth.
- 2.3.6 Do not "bump" the iPad against lockers, walls, car doors, floors, etc. as it may crack or break the screen.

### USING YOUR IPAD AT SCHOOL

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad. Students should bring their iPad to all classes, unless specifically instructed not to do so by their teacher. When not being carried to class, the iPad should always be stored in a secure (locked) location.

### **3.1 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. Students who repeatedly (as determined by any staff member) leaves their iPads at home, will be required to leave their iPads at school and check it out/in from their teacher or advisor at the beginning and end of each day.

### **3.2 Lost or Stolen iPads**

Students are required to enable and leave on the “find my iPad” feature upon receipt of the device. This feature will prove very valuable in finding a lost or stolen iPad. In the event the iPad is lost or stolen, the student and parent may be billed the full cost of replacement.

### **3.3 iPad Undergoing Repair**

Loaner iPads may be issued to students when they leave their iPads for repair. There may be a delay in getting an iPad should the school not have enough to loan. They will be called to the library/media center to receive their loaner. Loaners will remain at the school unless preapproved by the middle school office.

### **3.4 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. Students who repeatedly (as determined by any staff member) fail to bring their iPads to school charged will be required to leave their iPads at school and check it out/in from their teacher or advisor at the beginning and end of each day.

### **3.5 Screen Backgrounds / Lock Screen photos**

- Passcodes are not to be used.

### **3.6 Sound, Music, Games, and Apps**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music (no videos) is allowed on the iPad and can be used at the discretion of the teacher.
- All software/apps/games must be district provided.

### **3.7 Printing**

Limited printing services will be available with the iPad. Students should talk to their teachers about the need to print and printer availability. Students will be given information and instruction on printing with the iPad at school.

### **3.8 Home Internet Access/Printing**

Students are allowed to join wireless networks on their iPads. This will assist them with iPad use while at home. Students are not required to have wireless access at home.

### **3.9 iPad’s and Extra Curricular Activities**

Coaches/sponsors for individual activities may limit whether or not iPads are allowed to be on buses or at particular events. Students should return to their locked locker after practices or games to retrieve their iPads.

## MANAGING YOUR FILES & SAVING YOUR WORK

### **4.1 Saving to the iPad / Cloud Storage**

Students may save work on their iPads. Limited 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. Teachers will instruct students on methods of managing workflow.

### **4.2 Network Connectivity**

The NHCS 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.

## SOFTWARE ON IPADS

### **5.1 Originally Installed Software**

The software/Apps originally installed by NHCS D 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. Disciplinary action will be taken if software is removed.

### **5.2 Additional Software**

Students are not allowed to load extra software/Apps on their iPads. NHCS D will synchronize the iPads so that they contain the necessary apps for schoolwork. Students will not synchronize iPads or add apps to their assigned iPad, including synching to home or personal iTunes accounts.

### **5.3 Inspection**

Students may be selected at random to provide their iPad for inspection. iPads are the property of New Hampton School District, and any staff member may confiscate any iPad at any time for any purpose.

### **5.4 Procedure for reloading software**

If technical difficulties occur, the iPad will be restored from a backup or will be re-set to factory settings. The school does not accept responsibility for the loss of documents deleted due to the necessity of a re-format and/or re-image.

### **5.5 Software upgrades**

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

### **5.6 Technology Support**

Technology support for iPads will be available during the normal business day at New Hampton Middle School between the hours of 7:45 am and 3:45 pm. After hours support will not be available.

#### **ACCEPTABLE USE**

The use of the New Hampton Community School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the 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 school district. These guidelines are 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 appropriate disciplinary action shall be applied. The New Hampton Community School District's Student Code of Conduct shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

### **6.1 Parent/Guardian Responsibilities**

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, electronic games, movies, and radio.

### **6.2 School Responsibilities are to:**

- 6.2.1 Provide Internet and e-mail access to its students while on campus.
- 6.2.2 Provide Internet filtering during the school day while students are utilizing the district's network.
- 6.2.3 Provide network data storage areas. These will be treated similar to school lockers. New Hampton School District reserves the right to review, monitor, and restrict information stored on or transmitted via New Hampton School District owned equipment and to investigate inappropriate use of resources.
- 6.2.4 Provide staff guidance to aid students in doing research and help assure student compliance with the acceptable use policy.
- 6.2.5 Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

### **6.3 Students are responsible for:**

- 6.3.1 Using iPads/computers in a responsible and ethical manner.
- 6.3.2 Obeying general school rules concerning behavior and communication that applies to iPad/computer use.
- 6.3.3 Using all technology resources in an appropriate manner so as to not damage school equipment or the school's integrity.
- 6.3.4 Helping New Hampton School District protect our computer system/device by contacting an administrator about any security problems they may encounter.

- 6.3.5 Monitoring all activity on their account(s).
- 6.3.6 Physically securing their iPad after they are done working to protect their work and information.
- 6.3.7 Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.
- 6.3.8 Returning their iPad to the technology department at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at NHCS D for any other reason must return their individual school iPad on the date of termination.

**6.4 Student Activities Strictly Prohibited:**

- 6.4.1 Illegal installation or transmission of copyrighted materials
- 6.4.2 Any action that violates existing Board policy or public law
- 6.4.3 Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- 6.4.4 Use of external attachments without prior approval from the administration
- 6.4.5 Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc)
- 6.4.6 Downloading apps
- 6.4.7 Spamming-Sending mass or inappropriate emails
- 6.4.8 Gaining access to other student’s accounts, files, and/or data
- 6.4.9 Use of the school’s internet/e-mail accounts for financial or commercial gain or for any illegal activity
- 6.4.10 Use of anonymous and/or false communications
- 6.4.11 Students are not allowed to give out personal information over the Internet—with the exception of teacher-directed instances.
- 6.4.12 Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- 6.4.13 Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- 6.4.14 Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass, demean, or bully recipients.
- 6.4.15 Bypassing the NHCS D web filter through a web proxy

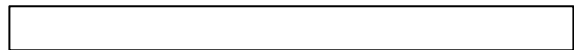
**6.5 Legal Propriety:**

- 6.5.1 Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not an excuse. If you are unsure, ask a teacher or parent.
- 6.5.2 Plagiarism is a violation of the NHCS D Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- 6.5.3 Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

**6.6 Student Discipline:**

If a student violates any part of the above policy, board policy, or NHCS D school handbook policy, he/she may be subject to the following disciplinary steps: (Discipline will be determined based on severity of the issue.)

- 6.6.1 Warning for minor offenses
- 6.6.2 Student(s) will check-in/checkout their iPads from the classroom for a determined amount of time
- 6.6.3 Loss of iPad while being required to complete coursework for a determined amount of time.
- 6.6.4 Permanent loss of iPad for remainder of the year
- 6.6.5 Disciplinary/Legal action as deemed appropriate.



**7.1 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
- NHCS D Label
- Find My iPad is installed on each iPad and can be used to track the location of any iPad

**7.2 Storing Your iPad:**

When students are not using their iPads, they should be stored in their locked locker. Nothing should be placed on top of the iPad. Students are encouraged 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 school or at home.

### 7.3 iPads Left in Unsupervised Areas:

Under no circumstances should iPads be left in unsupervised (unsecured) areas. Unsupervised areas include the school grounds and campus, commons area, the lunchroom, locker rooms, library, unlocked classrooms, dressing rooms, gymnasiums 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 and disciplinary action may be taken.

### REPAIRING OR REPLACING YOUR IPAD COMPUTER

The New Hampton Community School District recognizes that with the implementation of the iPad initiative there is a need to protect the investment by both the District and the Student/Parent. Therefore, we have set the following guidelines in place.

#### 8.1 Accidental Damage/Defects

Students will be responsible for caring for their device and will be expected to return them at the end of the year in good working condition. Students will be responsible for the deductible amount of \$50.00 for the first two times of damage in the event the device is accidentally damaged and needs repaired. Students are the responsible for the full repair or replacement cost of the iPad should it not be covered under the iPad warranty.

- The student is responsible for ALL costs incurred due to negligence up to the entire amount of replacement
- The manufacturer's warranty will cover any defects in the iPad but not damage that is accidentally or intentionally inflicted upon the computer.
- All students are required to return the iPad at the end of the school year in the same working condition with all accessories issued. If you lose any of the accessories during the school year, the student is responsible for replacement costs.

#### 8.2 Personal Home or Homeowners coverage

Students or parents may wish to carry their own personal insurance to protect the iPad in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal property coverage of the iPad computer.

#### 8.3 Cost of Replacement

NHCSD reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration. Examples of gross negligence include, but are not limited to: Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked iPad while at school. Lending equipment to others other than one's parents/guardians. Using equipment in an unsafe environment. Using the equipment in an unsafe manner.

Students must keep the iPad locked (i.e. locked in your school locker, home or secure place where others do not have access) or attended (with you or within your sight) at all times. iPads left in bags or backpacks or in unattended classrooms are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the iPad back. If the iPad is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the iPad back and will be required to check in/check out their iPad for a determined period of time. Unattended and unlocked equipment, if stolen – even at school – will be the student's responsibility.

#### 8.4 Warranty Repairs

Warranty repairs will be completed at no cost to the student. Loaners will be given out to students while warranty repair is being completed as available.

#### 8.5 Vandalism and Theft

In cases of theft, vandalism and other criminal acts, a police report MUST be filed by the student or parent.

### LEGAL JURISDICTION

Because The NHCSD owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all facilities are used legally. Hence any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of NHCSD's network resources is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at its discretion, remotely access, to open, examine and/or delete

electronic files that violate the district's Acceptable Use Policy.

### **Disclaimer**

The NHCS D does not have control of the information on the Internet or incoming email, it does use filtering software to minimize exposure to inappropriate information, but there are still ways to access inappropriate information on the internet. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the New Hampton Community School District. While NHCS D's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At NHCS D, we expect students to obey the Acceptable Use Policy when using the Internet. Students found in violation of the policy will be disciplined. In addition, NHCS D account holders take full responsibility for their access to NHCS D's network resources and the Internet. Specifically, NHCS D makes no warranties with respect to school network resources nor does it take responsibility for: the content of any advice or information received by an account holder; the costs, liability or damages incurred as a result of access to school network resources or the Internet; any consequences of service interruptions.

## **New Hampton Community School District**

### **Student Pledge for iPad Use**

1. I will take good care of my iPad.
2. I will never leave the iPad unattended.
3. I will never loan out my iPad to other individuals.
4. I will know where my iPad is at all times.
5. I will charge my iPad battery as needed.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any repairs.
8. I will protect my iPad by keeping it in a protective case.
9. I will promptly report any malfunction, loss, damage, or theft to the middle school office.



10. I will use my iPad in ways that are appropriate, meet New Hampton Schools' expectations, and are educational in nature.
11. I will not place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the serial number, remove school installed profiles or attempt to alter the iPad's identification features.
12. I understand that my iPad is subject to inspection at any time without notice and remains the property of the New Hampton School District.
13. I will follow the policies outlined in the iPad Policies, Procedures and Information Handbook while at school, as well as outside the school day.
14. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
15. I understand that my family is financially responsible for up to full cost if damage occurs to the iPad
16. I understand I will be responsible for all damage or loss caused by neglect, misuse or abuse.
17. I agree to return the District iPad & case, power supply, iPad carrying case, and charging cable in good working condition.
18. I will not utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.

**I agree to the stipulations set forth in the above documents including the iPad Policy, Procedures, and Information; the Acceptable Use Policy; iPad Protection Plan and the Student Pledge for iPad Use.**

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (Please Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Individual school iPads and accessories must be returned to the school technology department at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at New Hampton Schools for any other reason must return their individual school iPad on the date of termination.**