

# Dodge City Unified School District 443

## Internet and Other On-Line Services-Acceptable Use

### Parent/Student Agreement

#### Dodge City USD 443

#### iPad Policy, Procedures, and Information (Grades 6-8)

## 1. ACCEPTABLE USE

### Board of Education Policy IFAD Internet/On-Line Services - Acceptable Use

The purpose for the Internet and other on-line services provided by Unified School District 443 is to facilitate and support research and education by providing access to a variety of resources and an opportunity for collaborative work.

Users may encounter material that is controversial which users, parents, teachers or administrators may consider inappropriate or objectionable. On a worldwide network it is impossible to effectively control the content of and access to information and data. It is the responsibility of the user not to initiate or pursue access to such material. USD 443 prohibits procurement of material not consistent with the educational goals of the district.

Access to and use of the Internet and other on-line services must reflect district and building expectations for proper, legal and ethical use. Examples of unacceptable use include, but are not limited to:

- < Transmission of any material in violation of State or Federal regulations, including copyright regulations.
- < Use for individual commercial activities, including product advertisement, or for political lobbying.
- < Use to access or obtain explicit or objectionable material.
- < Transmission of offensive, harassing, discriminatory, or otherwise objectionable material.
- < Use that disrupts the use of the network and related services for other users, including damage or degradation of hardware and software.
- < Access, modification, or damage to files, passwords, or other data belonging to other users.
- < Modification of system or software parameters as established by network administrators.
- < Use of personal software without authorization for a network administrator who has the responsibility for guaranteeing the software's virus-free, and copyright status.

Unified School District 443 reserves the right to determine whether specific uses of the network are consistent with this acceptable use policy. In addition, the district reserves the right to log Internet use and to monitor file server space utilization. USD 443 further reserves the right to monitor use, including e-mail and remove user accounts and/or restrict user access in order to prevent unauthorized activity.

### **Regulation**

Each school may develop and maintain guidelines for access and use of Internet and other on-line services. A "Parent/Student Agreement" is to be signed by the parents/guardians, the student and a representative of the district/school during the first year of implementation of this policy. Therefore, the agreement shall be completed for all incoming students. This agreement shall be used annually with students to review district/school expectations for the use of Internet and other on-line services, and shall be filed in the school office.

## **2. RECEIVING YOUR iPad and iPad CHECK-IN**

### **a. Receiving your iPad**

iPad orientation and distribution will occur once **parents** and **students** have signed and returned the Student Pledge documents, so the iPad can be assigned to the student.

### **b. iPads**

iPads will remain at school. Some may be available for check-out should the need arise.

## **3. USING 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.

### **a. iPad Undergoing Repair**

Loaner iPads may be issued to students whose machine is being repaired.

### **b. Charging the iPad's Battery**

iPads will be charged each day in school carts.

### **c. Screensavers/Background Photos**

As a screensaver, students will be asked to have a personal photo as identification for their iPad. Appropriate media will be used.

## **4. MANAGING YOUR FILES & SAVING YOUR WORK**

### **a. Saving to the iPad/Home Directory**

Students should save work to the digital storage provided by the school. It is recommended students regularly back up data. Limited storage space will be available on the iPad. Data will NOT be backed up in the event an iPad has to be re-imaged or restored to factory settings. 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.

## **5. SOFTWARE ON iPads**

### **a. Originally Installed Software**

- i. The apps and operating system (OS) originally installed by USD 443 must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add additional apps and OS upgrades.
- ii. Periodic check of iPads will be made to ensure that students have not removed required apps or installed inappropriate material.

### **b. Inspection**

Students may be asked at any time to provide their iPad for inspection. The school district reserves the right to monitor iPad use and contents remotely, through the use of a device management system.

### **c. Procedure for re-loading software**

If technical difficulties occur, the iPad will be restored from a backup, or will be re-set to factory settings in the event a home computer is not available. The school does not accept responsibility for the loss of any apps or documents deleted due to the necessity of a re-format and/or restore the iPad.

### **d. Software upgrades**

Upgrade versions of licensed software/apps are available from time to time.

## **6. PARENT/GUARDIAN RESPONSIBILITIES**

- a. Talk to your children about values and the standards that should be followed when using the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. Parents should establish ground rules for iPad use outside of the school day in the event the iPad is checked out for after school use.
- b. Technology devices using the school's network will be filtered using state-of-the-art software, as required by the Children's Internet Protection Act (CIPA). However, devices logged on to different networks (such as at home) will only be filtered based on that network's capabilities.
- c. USD 443 will also be able to restrict the content of apps on the device that are purchased legally through iTunes.

## **7. SCHOOL RESPONSIBILITIES ARE TO**

- a. Provide internet and email access to its students.
- b. Provide CIPA-compliant internet filtering at school.
- c. Provide network data storage. (These will be treated similar to school lockers. USD 443 reserves the right to review, monitor, and restrict information stored on or transmitted via USD 443 owned equipment and to investigate inappropriate use of resources.)
- d. Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
- e. Provide user accounts for free information storage in cloud-based applications.
- f. Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

## **8. STUDENTS ARE RESPONSIBLE FOR**

- a. Using iPads in a responsible and ethical manner.
- b. Obeying general school rules concerning behavior and communication that applies to iPad/computer use.
- c. Using all technology resources in an appropriate manner so as to not damage school equipment.
- d. Helping USD 443 protect the school district's computers, network, and other devices by contacting an administrator about any technical or security problems that may be encountered.
- e. Monitoring all activity on their account.
- f. Securing the iPad after use in order to protect work and information.
- g. Notifying a school employee in the event correspondence containing inappropriate or abusive language or questionable subject matter is received.

## **9. STUDENT ACTIVITIES THAT ARE STRICTLY PROHIBITED**

- a. Illegal installation or transmission of copyrighted materials.
- b. Any action that violates existing Board policy or public law.
- c. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- d. Inappropriately utilizing photos, video, and/or audio recordings of any person.
- e. Changing iPad settings in an effort to circumvent the filtering system.
- f. Downloading inappropriate apps.
- g. Spamming-Sending inappropriate emails.
- h. Gaining access to other student's accounts, files, and/or data
- i. Vandalizing your iPad or another student's iPad.

## 10. iPad CARE

- a. Students will be held responsible for maintaining their individual iPads, and keeping them in good working order.
- b. iPads that malfunction or are damaged must be reported to the classroom teacher.
- c. If a student iPad becomes damaged, stolen or lost, students are responsible for reporting to the teacher.
  - o In the event of accidental damage, the student must:
    - ⊙ Report to classroom teacher;
    - ⊙ Teacher reports to technology;
    - ⊙ Technology replaces iPad immediately;
    - ⊙ Technology repairs or submits iPad to Apple for replacement.
- d. If a school issued case is damaged, lost or stolen the student may be asked to replace a case from USD 443 for \$5.00. iPads must be kept in cases at all times.
- e. Any intentional negligence or careless act may result in a student being responsible for the full replacement cost of the iPad.
- f. iPads that are stolen must be reported immediately to the classroom teacher who will then contact the Dodge City Police Department.

## 11. LEGAL PROPRIETY

- a. Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unaware, ask a teacher or parent.
- b. Plagiarism is a violation of the USD 443 Board Policy. Give credit to all sources used, whether quoted or summarized.
- c. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

## 12. STUDENT DISCIPLINE

If a student violates any part of the above policy, board policy, or building level handbook policies, he/she may be subject to the following disciplinary measures which may include:

- Student will check-in/check-out their iPad from the classroom teacher daily.
- Loss of student iPad privilege.
- Disciplinary and/ or legal action, as deemed appropriate.

## 13. PROTECTING & STORING YOUR iPad

### a. iPad Identification:

- i. Student iPads will be labeled in the manner specified by the school. iPads can be identified based on serial number and USD 443 identification number.
- ii. Student iPads will be stored in individual iPad carts in each classroom or building.

## 14. REPAIRING OR REPLACING YOUR iPad/COST OF REPAIRS

USD 443 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.

### a. Technology Fee

An instructional materials fee will be collected at the time of enrollment, and includes a technology privilege amount.

### b. 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 coverage of the iPad computer.

## 15. SCHOOL RIGHTS

- a. USD 443's network, facilities, and/or mobile devices are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of USD 443. Student must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in disciplinary action and/or revocation of the offender's mobile device and/or network privileges.
- b. The administration and/or their designee(s) have the right to inspect a mobile device, application, or peripheral device associated with any or all USD 443 technology. This includes but is not limited to e-mail, documents, pictures, music, or other components associated with all USD 443 technology.
- c. USD 443 reserves the right to define inappropriate use of technology.

### **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 use my iPad in ways that are appropriate, meet USD 443 expectations, and are educational in nature.
10. I will not place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the serial number.
11. I understand that my iPad is subject to inspection at any time without notice and remains the property of USD 443.
12. I will contact building technology personnel in case of theft and vandalism.
13. I will be responsible for all damage or loss caused by neglect or abuse.
14. I agree to return the iPad, case (if applicable) and power cord in good working condition.
15. I will not utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.

Parent or Guardian,

As a student of Unified School District 443, your child may have access to Internet and other on-line services as a part of the instructional program of the school. Your child needs your permission to do so. Through the Internet and other on-line services, your child will be able to communicate with, and access information from other schools, organizations, businesses and students around the world. This may include access to an electronic mail (e-mail) mailbox for sending and receiving messages and information using the computer.

With this educational opportunity also comes responsibility. It is important you and your student read and understand the "Internet and On-Line Services Acceptable Use Policy and iPad Acceptable Use Policy" above and discuss it together. When your child is provided access to Internet and other on-line services, and receives the iPad, it is important the policy guidelines be followed. The violation of the policies may result in loss of privilege to access Internet and other on-line services provided through Unified School District 443, as well as other disciplinary action.

Please be aware, while staff of Unified School District 443 will provide supervision and direction for the use of the Internet and other on-line services, your child may encounter material that is objectionable or unacceptable. In spite of efforts to establish and enforce the "Internet and On-Line Services Acceptable Use Policy", it is impossible to completely control or filter items or information from connecting computers/networks.

It is the responsibility of the students not to access or pursue such materials and information.

I Agree to:

- iPad Guidelines
- Internet Acceptable Use Policy

**User Name:** \_\_\_\_\_  
First Name Last Name Grade

**User Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Guardian(s):** ;

**Parent/Guardian signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_