

Caledonia Area Public Schools
iPad/Chromebook Student Acceptable Use
Procedures and Information

CAPS iPad/Chromebook Program

The focus of the iPad/Chromebook program at Caledonia Area Public Schools is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future. The individual use of iPads/Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace. Caledonia Area Public Schools has developed five goals for our iPad/Chromebook plan.

- Enhance and accelerate learning in order to improve student achievement
- Leverage technology for personalized instruction
- Promote collaboration and increase student engagement
- Strengthen 21st century skills necessary for future success
- Provide equity for all learners

Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads/Chromebook integrates technology into the curriculum anytime, anyplace.

The policies, procedures, and information within this document apply to all iPads/Chromebooks used at Caledonia Area Public Schools (CAPS) including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

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1. RECEIVING YOUR iPad/CHROMEBOOK & iPad/CHROMEBOOK CHECK-IN

1.1 Receiving Your iPad/Chromebook

iPads/CHROMEBOOKS will be distributed each fall during Back-To-School/Orientation Night.

Parents & students must complete the iPad/Chromebook Protection Plan Agreement as well as sign and complete the Parent/Student Agreement form online before the iPad/Chromebook can be issued to their child.

1.2 iPad/Chromebook Check-in

iPads/Chromebooks will be returned during the final week of school so they can be checked for serviceability. The devices will be erased at this time also. This includes your USB charging cord and adapter and Chromebook charger.

1.3 Check-in Fines

Individual school iPads/Chromebooks and accessories must be returned to the Caledonia Middle/High School or Caledonia Elementary Homeroom at the end of each school year. Students who graduate early, withdraw, transfer, are suspended or expelled, or terminate enrollment at Caledonia for any other reason must return their individual school iPad/Chromebook on the date of termination. If a student fails to return the iPad/Chromebook at the end of the school year or upon termination of enrollment at Caledonia, that student will be subject to criminal prosecution or civil liability. The student will also pay the reimbursement cost of the iPad/Chromebook. Failure to return the iPad/Chromebook will result in a theft report being filed with the Caledonia Police Department.

Furthermore, the student will be responsible for any damage to the iPad/Chromebook, consistent with the District's iPad/Chromebook Protection plan, and must return the iPad/Chromebook and accessories to the Caledonia Middle/High or Elementary Homeroom in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad/Chromebook.

2. TAKING CARE OF YOUR iPad/CHROMEBOOK

Students are responsible for the general care of the iPad/Chromebook they have been issued by the school. iPads/Chromebooks that are broken or fail to work properly must be taken to the Homeroom teacher (K- 5th Grade) and to the Middle/High School Office (6-12th Grade) for an evaluation of the equipment.

2.1 General Precautions

The iPad/Chromebook is school property. All users will follow the guidelines in this handbook, as well as the district's Electronic Technologies Acceptable Use and Safety policy.

- a. Only use the approved cloth to clean the screen, no cleansers of any type.
- b. iPads/Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Caledonia School District.
- c. Cords and cables must be inserted carefully into the iPad/Chromebook to prevent damage.
- d. iPads/Chromebooks must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- e. Students are responsible for keeping their iPad's/Chromebook's battery charged for school every day.

2.2 Carrying iPads/Chromebooks

The protective cases provided with iPads/Chromebooks have sufficient padding to protect the iPad/Chromebook from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed: iPads/Chromebooks should always be within the protective case when carried. **Insurance will not cover ANY damage incurred while the protective case is removed or altered.**

2.3 Screen Care

The iPad/Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- a. Do not lean on the top of the iPad/Chromebook when it is closed.
- b. Do not place anything near the iPad/Chromebook that could put pressure on the screen.
- c. Do not place anything in the carrying case that will press against the cover.
- d. Clean the screen with the approved cloth.
- e. Do not “bump” the iPad/Chromebook against lockers, walls, car doors, floors, etc as it will eventually break the screen.
- f. Do not put any materials in the Chromebook prior to closing the device

3. USING YOUR IPAD/CHROMEBOOK AT SCHOOL

iPads/Chromebooks are intended for use at school each day. In addition to teacher expectations for iPad/Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the iPad/Chromebook. Students must be responsible to bring their iPad/Chromebook to all classes, unless specifically instructed not to do so by their teacher.

3.1 iPads/Chromebook Left at Home

If students leave their iPad/Chromebook at home, they are responsible for the course work completed as if they had their iPad/Chromebook present. If a student repeatedly leaves their iPad/Chromebook at home, they will be required to “check out” their iPad/Chromebook from the Homeroom or assigned teacher for a period of time as determined by school administration and/or teacher. A loaner device will not be issued to any student who fails to bring their device to school.

3.2 iPad/Chromebook Undergoing Repair

Loaner iPads/Chromebook may be issued to students when they leave their iPads/Chromebook for repair. There may be a delay in getting an iPad/Chromebook should the school not have enough to loan. *Loaned iPads/Chromebooks **without insurance** coverage will remain at school and not be allowed to leave school property until the original is issued back to the student.*

3.3 Charging your iPad's/Chromebooks Battery

iPads/Chromebooks should be brought to school each day with at least a 75% charge. Repeated violations of iPads/Chromebooks not being charged for school may result in students being required to “check out” their iPad/Chromebook from the Homeroom or assigned teacher. Multiple offenses may result in the loss of iPad/Chromebook privileges. In cases where use of the iPad/Chromebook has caused batteries to become discharged, students may be able to connect their iPads/Chromebook to a power outlet in class.

Best practice for charging the iPad/Chromebook

- a. Charge your iPad/Chromebook each night, overnight at home.

3.4 Screensavers/Background photos/Passwords

- a. Inappropriate media may not be used as a screensaver or background photo.
- b. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or any other inappropriate pictures will result in disciplinary actions.
- c. Students will not set a passcode for their iPad/Chromebook. Unless determined by the classroom teacher.

3.5 Sound, Music, Games, or Programs

- a. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- b. Music is allowed on the iPad/Chromebook. **Earbuds/Headphones are not allowed in a classroom setting except with staff approval.**
- c. All software/apps must be district provided. Data Storage will be through apps on the iPad/Chromebook, cloud-based computing and email to a server location.

3.6 Printing

Limited printing at school will be available with the iPad/Chromebook. Students will still be able to print from their Google Apps account on the school computers.

3.7 Home Internet Access

Students are allowed to set up wireless networks on their iPads/Chromebooks. This will assist them with iPad/Chromebook use while at home. Printing at home will require a wireless printer, proper settings on the iPad/Chromebook, and the correct app. Also see 6.1 Filtering at Home for additional information.

3.8 Class Downloads

Students are responsible to download to the iPad/Chromebook any necessary documents and/or materials from your classroom Schoology course(s). If a family does not have wireless access at home, students must do this before school, during the school day, or after school.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Cloud

Students should not save work directly to the iPad/Chromebook. It is recommended students backup documents via Google Apps, Schoology or email. Storage space will be available on the iPad/Chromebook – 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/Chromebook malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

The Caledonia School 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.

5. SOFTWARE ON iPADS/CHROMEBOOKS

5.1 Originally Installed Software

The software/apps originally installed by Caledonia Schools must remain on the iPad/Chromebook 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/Chromebook at the completion of the course. Periodic checks of iPads/Chromebooks will be made to ensure that students have not removed required apps.

5.2 Additional Software

Students are not allowed to load extra software/apps on their iPads/Chromebooks. Caledonia Schools will synchronize the iPads/Chromebooks so that they contain the necessary apps for school work. Students cannot synchronize iPads/Chromebooks or add apps to their assigned iPad/Chromebook, to include home syncing accounts.

5.3 Inspection

Students may be selected at random to provide their iPad/Chromebook for inspection.

5.4 Procedure for reloading software

If technical difficulties occur, illegal software, or non-school installed apps are discovered, the iPad/Chromebook will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and reimage.

5.5 Software upgrades

Upgrade versions of licensed software/apps are available from time to time. Most syncing and updating will be done remotely through the District Technology Department. However, students may be required to check in, turn in their iPads/Chromebook for periodic updates and syncing. Operating systems with Apple devices change. Caledonia Middle/High or Elementary will notify students on how to update apps, should updates be necessary.

6. ACCEPTABLE USE

The use of the Caledonia School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Caledonia 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 Caledonia School District. This policy is 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 handbook or any other district policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Caledonia School District's All School Discipline Plan shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Web Filtering not on School Grounds

- a. The School District may determine the level of off-site filtering based on classroom knowledge. Parents/Students are also responsible for appropriate web content on the iPad/Chromebook at all times.

6.2 Parent/Guardian Responsibilities

- a. Parents are encouraged to talk to their children about the values and the standards that children should follow on the use of the Internet just as should be done on the use of all media information sources such as television, telephones, movies, and radio.
- b. Parents are encouraged to participate in a Parent iPad/Chromebook Back-To-School/Orientation in the fall. It will also be available online via the District website at www.cps.k12.mn.us. Parents will be responsible for filling out and signing the Parent/Student Agreement form and paying the iPad/Chromebook Protection Plan fee (if they select this protection plan option) at this time.
- c. Parents are encouraged to become familiar with the iPad/Chromebook and help ensure the use of the technology to track their child's progress. The iPad/Chromebook allows parents and students to view teachers' assignment calendars, track homework, and monitor progress toward coursework completion.

6.3 School Responsibilities are to:

- a. Provide Internet and Email access to its students.
- b. Provide Internet Blocking of inappropriate materials as able on and off school grounds.
- c. Provide network data storage areas, which will be treated similar to school lockers. Caledonia School District reserves the rights to review, monitor, and restrict information stored on or transmitted via Caledonia School District owned equipment and to investigate inappropriate use of resources.
- d. Provide staff guidance to aid students in doing research and help ensure student compliance of all Caledonia School District policies.
 - a. Provide user accounts for free information storage in cloud-based applications.

6.4 Students are Responsible for:

- a. Using computers/devices in a responsible and ethical manner.
- b. Obeying general school rules concerning behavior and communication that apply to iPad/Chromebook/computer use.
- c. Using all technology resources in an appropriate manner so as to not damage school equipment.
 - i. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by the student's own negligence, errors or omissions.
 - ii. Use of any information obtained via Caledonia School District's designated Internet System is at the student's own risk. Caledonia School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- d. Helping Caledonia Schools protect our computer system/device by contacting an administrator about any security problems they may encounter.
- e. Monitoring all activity on their account(s).
- f. Students should always turn off and secure their iPad/Chromebook after they are done working to protect their work and information.

- g. If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to save a copy and turn it into the Principal and/or Teacher.
- h. Students are required to turn in their iPad/Chromebook as instructed at the end of each school year. Students who terminate enrollment at Caledonia Middle/High or Elementary for any other reason must return their individual school iPad/Chromebook on the date of termination.
- i. Report device damage to the teacher/office as soon as damage is discovered.

6.5 Student Activities 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, cyber bullying or sexually explicit materials.
- d. Taking pictures, video, and audio recordings of any student or staff member without prior approval.
- e. Pictures, video, and audio recordings of any student or staff member at any time in locker rooms or restrooms.
- f. Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- g. Messaging services-EX: MSN Messenger, iMessage, Facetime, etc, unless the iPad/Chromebook messaging service directed and monitored by the classroom teacher.
- h. Non-School Approved Internet/computer games.
- i. Use of outside data disks or external attachments without prior approval from Administration.
- j. Changing District Configured iPad/Chromebook settings
- k. Downloading apps.
- l. Spamming – sending mass or inappropriate emails.
- m. Gaining access to other students' accounts, files, and/or data.
- n. Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
- o. Use of online services through anonymous or false accounts.
- p. Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, social media, etc.
- q. Participation in credit card fraud, electronic forgery, or other forms of illegal behavior.
- r. 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.
- s. Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
- t. Bypassing the Caledonia School District web filter through a web proxy.

6.6 iPad/Chromebook Care

- a. Students will be held responsible for maintaining their individual iPads/Chromebook and keeping them in good working order.
- b. iPad/Chromebook battery must be charged and ready for school each day.
- c. Only labels or stickers approved by the Caledonia School District may be applied to the iPad/Chromebook.

- d. iPads/Chromebook that malfunction or are damaged must be reported to the Homeroom teacher within 24 hours or the next school day. The school district will be responsible for repairing iPads/Chromebook that malfunction due to normal wear and tear.
- e. iPads/Chromebooks that have been accidentally damaged will be repaired with cost being borne by the guidelines of the iPad/Chromebook Protection Plan agreement. **Students will be responsible for the entire cost of repairs to iPads/Chromebooks that are damaged intentionally or with negligent use. If another student is responsible for the damage, this must be immediately reported to the Principal of the appropriate building.**
- f. iPads/Chromebooks that are stolen must be reported immediately to the Teacher and/or Principal. Students are responsible for the replacement cost of any lost iPad/Chromebook.
- g. Charging cables/cords should be inserted and removed carefully to prevent damage. This should be done on both ends of the cable by grasping the plugs rather than the cord. The charging cord should be plugged into the wall outlet before connecting the iPad/Chromebook. When disconnecting, remove the cable from the iPad/Chromebook before pulling the cord from the wall outlet.
- h. Students should never put weight on the iPads/Chromebooks, stack items on top of them, or wedge them tightly into a backpack or case. The iPad/Chromebook cases should not be used as a folder to carry other items, including any sharp or pointed items such as pens or pencils.
- i. iPads/Chromebooks should not be exposed to temperature extremes. Students should not leave the iPad/Chromebook in any location where the temperature falls below freezing or exceeds 95 degrees. If the iPad/Chromebook is cold, it should be allowed to warm up to room temperature before use. An iPad/Chromebook exposed to direct sunlight or high temperatures may overheat during use and must be allowed to cool down before subsequent use.
- j. Never leave device unattended.

6.7 Legal Propriety

- a. Students are obligated to comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If a student is unsure, they should ask a teacher or parent.
- b. Plagiarism is a violation of the Caledonia Schools All Schools Discipline Plan. Students should 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.
- c. Use or possession of hacking software is strictly prohibited and violators will be subject to Caledonia Schools Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

6.8 Student Discipline

If a student violates any part of the above policy, he/she may incur one or more of the following steps based on teacher input and/or severity:

- a. Teacher will take immediate necessary action in the classroom. Repeated when necessary
- b. Teacher will put a Restriction on the device if needed.
- c. Teacher may request a system restriction on the device.
- d. Building principal will need to take action because of recurring issues or severity of offense
- e. iPad/Chromebook will need to remain at school for a set amount of time
- f. iPad/Chromebook will be held from the student for the necessary amount of time

The school has the right to discipline students for infractions concerning iPad/Chromebook use that are not specifically outlined in the above policy.

7. PROTECTING & STORING YOUR IPAD/CHROMEBOOK DEVICE

7.1 iPad/Chromebook Identification

Student iPads/Chromebooks will be labeled in the manner specified by the school.

iPads/Chromebooks can be identified in the following ways:

- a. Record of serial number
- b. Caledonia Public Schools Label

7.2 iPad/Chromebook Storage

When students are not using their iPads/Chromebooks, they should be stored in their desks or locked lockers. Nothing should be placed on top of the iPad/Chromebooks when stored in their desk or locker. Students are encouraged to take their iPads/Chromebooks home every day after school, regardless of whether or not they are needed. iPads/Chromebooks should not be stored in a student's vehicle at school or at home.

7.3 iPads/Chromebooks Left in Unsupervised Areas

Under no circumstances should iPads/Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, media center, unlocked classrooms, dressing rooms, and hallways. Any iPad/Chromebook left in these areas is in danger of being stolen. If an iPad/Chromebook is found in an unsupervised area, it will be taken to the office. **Insurance will not cover the cost of damage to a device if the damage occurs while the device is left unattended.**

8. PROTECTION PLAN AND ACCIDENTAL DAMAGE

8.1 iPad/Chromebook Protection Plan

All students issued an iPad/Chromebook are responsible for their device at all times. Students and families have the following choices for protecting their iPad/Chromebook:

1. District iPad/Chromebook Protection Plan - listed below

Caledonia School District iPad/Chromebook Protection Plan - This plan will cover accidental damage and theft-with a Police Report. The students fee for the protection plan is \$50 a student or \$150 for a family max. This fee will cover claims of accidental damage or theft, up to the cost of the device in total per school year. Any damages over the cost of the iPad/Chromebook will be the full responsibility of the student. The district has sole authority to determine any and all replacement costs and fees due to damage, theft, and lost devices. iPad/Chromebook chargers are NOT covered by insurance unless such determination is made by school administration.

All parents must sign and complete the iPad/Chromebook Protection Plan Agreement form specifying which option of the protection plan they are choosing for their student. This must occur before the student is given the iPad/Chromebook.

9. COST OF REPAIRS

Students will be held responsible for ALL damage to their iPads/Chromebooks caused by neglect or intentional misuse including, but not limited to: broken screens, cracked plastic pieces, non-operable, writings/stickers/drawings on device, etc. An additional charge will be included on iPad/Chromebook repairs to reimburse time taken for the coordinating the iPad/Chromebook repair for those who opt out of the iPad/Chromebook Protection Plan. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as cases and cables will be charged the actual replacement cost.

Caledonia Middle/High or Elementary Student and Parent Agreement for iPad/Chromebook Use

1. I will take good care of my iPad/Chromebook.
2. I will never leave the iPad/Chromebook unattended.
3. I will never loan out my iPad/Chromebook to other individuals.
4. I will know where my iPad/Chromebook is at all times.
5. I will charge my iPad's/Chromebook's battery as needed.
6. I will keep food and beverages away from my iPad/Chromebook since they may cause damage to the device.
7. I will not disassemble any part of my iPad/Chromebook or attempt any repairs.
8. I will protect my iPad/Chromebook by never removing it from the case provided.
9. I will use my iPad/Chromebook in ways that are appropriate, meet Caledonia School District expectations, and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the iPad/Chromebook. I will not deface the serial number sticker on any iPad/Chromebook.
11. I understand that my iPad/Chromebook is subject to inspection at any time without notice and remains the property of the Caledonia School District.
12. I will follow the policies outlined in the *iPad/Chromebook Student Use Procedures and Information* as well as all of the school policies while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by my neglect or abuse.
15. I agree to return the iPad/Chromebook with its case and power cords in good working condition.
16. I will inform the Teacher and/or Principal of any theft, vandalism, or damage to my iPad/Chromebook.
17. I will not take pictures, video, and audio recordings of any student or staff member without prior approval.
18. I will not take pictures, video, and audio recordings of any student or staff member at any time in locker rooms or restrooms.

I agree to the stipulations set forth in the above documents including the iPad/Chromebook Acceptable Use Procedures and Information, Bullying Prohibition Policy (#514), Electronic Technologies Acceptable Use and Safety Policy (#524a), Student use of Cellular Phones, and Digital Image Devices and Other Personal Devices Policy (#526). Failure to comply with these procedures and policies may result in disciplinary consequences, which may include the loss of privilege to take the iPad/Chromebook home or use of the iPad/Chromebook in general.