

Paradise ISD Student-Parent iPad Handbook

Terms of the iPad Loan

Terms:

In order to issue the iPads, Paradise ISD charges a nonrefundable annual usage and maintenance fee of \$35.00 before a student can take possession of the property. The district will be the insurance provider for the iPad Pilot Program. Parents and students must comply at all times with the *Paradise ISD Student-Parent iPad Handbook* and the *Paradise ISD Student Handbook and Code of Conduct*, including the *Student Guidelines for Acceptable Use of Technology Resources*. Any failure to comply may cause the termination of student's rights of possession immediately, and Paradise ISD may repossess the iPad.

Title:

At all times, the legal title to the iPad is maintained by Paradise ISD. Your right of possession and use is limited to and conditioned upon your full and complete compliance with the *Paradise ISD Student-Parent iPad Handbook*, the *Paradise ISD Student-Parent iPad Use Agreement* (signed prior to or at time of distribution) and the *Paradise ISD Student Handbook and Code of Conduct*, including the *Student Guidelines for Acceptable Use of Technology Resources*.

Loss or Damage:

If the iPad is damaged, lost or stolen, you are required to report the incident and be responsible for any deductible as required by the *Student-Parent iPad Use Agreement*. Loss by theft must be reported to Paradise ISD by the next school day after the occurrence, and a copy of the police report must be provided to the district.

Term of Agreement:

The right to use and possess the iPad terminates no later than the last day of the school year, unless earlier terminated by PISD, or upon withdrawal from the district.

Appropriation:

The failure to return the iPad in a timely manner will be considered unlawful appropriation of Paradise ISD property and appropriate legal action will be taken.

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Usage and Maintenance Fee:

- Students will pay a non-refundable annual usage and maintenance fee of \$35.00.
- Students will pay fee before, or when taking possession of the iPad.
- In case of theft, vandalism, and other criminal acts, **a police report MUST be filed by the parent by the next school day after the occurrence. Incidents happening off campus must be reported to the police by the parent and a copy of the report must be brought to the school.**
- If the iPad is stolen and the student reports the theft (by the next school day) and a police report is filed, then the student will not be charged the deductible.
- Students are responsible for lost or damaged beyond use, hardware and iPad equipment, such as power source, covers, cases and screen protectors. (See replacement chart below)

Financial Hardships

Based on TEC 11.158, the school district may require payment of a reasonable fee, not to exceed the actual annual maintenance cost for the use of musical instruments, technology and uniforms owned or rented by the district. If this fee creates a financial hardship on the student or parent in obtaining an iPad, please contact the campus administration about payment options.

Upon proof of financial hardship, the administration may elect to:

- Create a payment plan for the student to pay out fees over time; or
- Waive the fee if the student qualifies for free or reduced lunch.

	Annual Fee	Insurance Deductible
Annual Usage Fee	\$35.00	\$50.00 per incident

	Annual Fee	Insurance Deductible
Financial Hardship	\$35.00 Paid over time or waived	\$50.00 per incident

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Repair**	Loss, Deliberate Damage or Neglect
Power Adapter and Cord	\$30.00
iPad Cover/Case	\$25.00
iPad Screen Protector	\$10.00
Reimaging due to violation of <i>Acceptable Use Policy</i> or reinstallation of software applications	\$15.00

Use of iPad on Network

The iPads, when accessing the internet connection at school, will have the same level of filter and firewall protection as the other computers on the premises. Students should not bypass the filtering system, as doing so will result in violation of the *Student Guidelines for Acceptable Use of Technology Resources*. When iPads are sent home with students, and WiFi is accessible, parents will be responsible for maintaining the appropriateness of material viewed in accordance of the *PISD Acceptable Use Policy*. For more information about Internet safety, you may go to www.isafe.org.

General iPad Rules

Students are responsible for the care of the iPad they have been issued by the school.

Precautions

- No food or drink is allowed next to your iPad. Spills could incur costly repairs/deductibles. Cords and cables must be inserted and removed carefully.
- iPads should be powered down when not in use to conserve battery life.
- iPads should remain free of any writing, drawing, carving, stickers, or labels that are not the property of Paradise ISD.
- iPads must never be left unsupervised ANYWHERE or ANYTIME. Unsupervised areas include the school grounds and campus cafeteria, computer lab, hallways, locker rooms, library, unlocked classrooms, and dressing rooms. Any iPad left in these areas is in danger of being stolen. Unsupervised iPads will be taken to the Campus Principal and there will be a \$15.00 fee to reclaim your iPad.

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- Students are responsible for keeping their iPad charged. Caution should be given to overcharging the device by leaving the iPad plugged into a wall outlet.

Carrying iPads

The protective carrying cases provide the iPad with sufficient padding to protect it from normal treatment and provide a suitable means for carrying the iPad within the school. The following guidelines should be followed:

- The iPad should always be inside the protective carrying case when being transported.
- Students will only be allowed to use the protective carrying case provided by the school district. Do not purchase different carrying cases for the iPads.

Screen Care

The iPad screen can be damaged if subjected to rough treatment. The screens are sensitive to damage from excessive pressure. To avoid damage and costly deductibles, please adhere to the following rules:

- Do not place anything near the iPad that could put pressure on the screen.
- Avoid dropping the iPad.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen only with a soft, dry cloth.
- Do not use Windex or other harsh chemicals to clean the screen.

Using Your iPad at School

The iPad is a resource necessary for the learning experience and must be brought to class each day, much like a textbook. Teachers will communicate specific expectations regarding which resources will be used in any given class period. As the teachers introduce the iPads into the curriculum, they will determine when the students are prepared to transport the iPads from school to home. The district will equip each iPad with a cover/case, screen protector, and power source.

Applications on iPads

The applications originally installed by Paradise ISD must remain on the iPad in usable condition and accessible at all times. The school has loaded applications needed for instruction. During the year, the school may add additional applications.

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Inappropriate Content

- Inappropriate content will not be allowed on iPads.
- Presence of weapons; pornographic materials; inappropriate language; alcohol, drug, and/or gang related symbols or pictures will result in disciplinary actions.

Inspection

Students may be selected at random to provide their iPads for inspection to check for restricted images, applications, etc.

Reimaging

Occasionally, it will be necessary to reimage the iPad. This may be required to load additional applications or it may be to rid the iPad of inappropriate content. If reimaging is required due to misuse by a student, a \$15.00 reimaging fee will be charged.

Sound

- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.

Deleting Files

- Students should not delete any software applications, folders or files that they did not create or that they do not recognize. Deletion of certain files or applications will result in the student's ability to complete class work.
- A \$15.00 reimaging charge to correct system files and applications may apply.

Music, Games or Programs

- Music and game applications may not be downloaded. This may be a violation of copyright laws.
- All applications loaded on the iPad must be district approved.
- A \$15.00 reimaging charge to remove any unapproved applications or files may apply.

No Loaning or Borrowing iPads

- Do NOT loan iPads or other equipment to other students.

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- Do NOT borrow an iPad from another student.
- Do NOT share passwords or usernames with others.

Unauthorized Access (Board Policy CQ)

- Access to another person's iPad without consent or knowledge is considered hacking and is unacceptable.

Student Guidelines for Acceptable Use of Technology Resources

These guidelines are provided so that students and parents are aware of the responsibilities they accept when using District-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, CD ROMS, digitized information, communications technologies and Internet access. In general, this requires conscientious, ethical and legal utilization of all technology resources. **Access to these systems is a privilege, not a right.**

All parents/legal guardians and students in Grades 2-12 are required to acknowledge receipt and understanding of the *Student Guidelines for Acceptable Use of Technology Resources* document and must agree in writing to comply with all regulations and guidelines contained herein.

Students will not be allowed access to any educational technology resources in Paradise ISD until their *Student Guidelines for Acceptable Use of Technology Resources* document has been signed and returned to their school office.

Once their authorization form has been returned, each student of appropriate age will be issued a unique login identification code for allowed access to educational information systems. **Student passwords are confidential and must not be revealed to other students.**

1. Expectations

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- a. Student use of computers, other technology hardware, software and computer networks, including the Internet is only allowed when supervised or granted permission by a staff member.
 - b. All users are expected to follow existing copyright laws.
 - c. The District has an Internet Safety Plan in place. Students are to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
 - d. Students who become aware of a security problem are expected to convey the details to their teacher or a campus administrator without discussing it with other students.
2. Unacceptable conduct includes, but is not limited to the following:
- a. Using the network for illegal activities, including copyright, license or contract violations; downloading inappropriate materials, viruses, and/or software such as, but not limited to, hacking and host file sharing violations.
 - b. Using the PISD network for financial or commercial gain, advertising, or political lobbying.
 - c. Accessing or exploring online sites or resources that do not support the curriculum and/or appropriateness for school assignments such as, but not limited to, pornographic sites.
 - d. Stealing/Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network. Use or possession of hacking software is strictly prohibited.
 - e. Causing congestions on the network or interfering with the work of others, e.g. chain letter or broadcast messages to lists/directories or individuals.
 - f. Gaining unauthorized access anywhere on the network.
 - g. *Revealing the full name, home address, social security number, bank or credit card numbers or phone number of one's self or another person.*
 - h. Invading the privacy of other individuals.
 - i. Using another user's account, password, or allowing another user access to your account or password.
 - j. Coaching, helping, observing or joining any unauthorized activity on the network.

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- k. Forwarding/distributing e-mail messages without permission from the author.
 - l. Posting anonymous messages or unlawful information on the system.
 - m. Engaging in sexual harassment or using objectionable language in public or private messages, e.g. racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous.
 - n. Falsifying permission, authorization or identification documents.
 - o. Obtaining copies of, or modifying files, data or passwords belonging to other users on the network.
 - p. Knowingly placing a computer virus on a computer or network.
3. Acceptable Use Guidelines- Paradise Independent School District Network Computer Online Services
- a. General Guidelines
 - 1. Students will have access to district approved electronic media and communication systems which are in support of education and research purposes for fulfillment of the educational goals and objectives of the Paradise Independent School District.
 - 2. Students are responsible for their conscientious, ethical and legal utilization of the computer online services at the Paradise Independent School District.
 - 3. All policies and restriction of the PISD online network must be followed.
 - 4. Access to the PISD online network is a privilege, not a right. Each employee, student and/or parent will be required to sign the Acceptable Use Policy Agreement Form and adhere to the Acceptable Use Guidelines in order to be granted access to the PISD computer online services.
 - 5. The use of any district online services at the Paradise Independent School District must be in support of education and research and in support of the educational goals and objectives of the Paradise Independent School District.
 - 6. When placing, removing, or restricting access to specific databases or other computer online services, school

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officials shall apply the same criteria of educational suitability used for other education resources.

7. Transmission of any material which is in violation of any federal or state law is prohibited. This includes, but is not limited to, confidential information, copyrighted material, threatening or obscene material, and computer viruses.
 8. Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual, a campus administrator, or technology staff member will be considered an act of vandalism and subject to disciplinary action in accordance with the *Paradise Independent School District Student Code of Conduct*.
 9. Parents concerned with online services at a child's school should refer to the EFA Local: *Instructional Resources: Instructional Material Selection and Adoption Policy* and follow the procedure as outlined in "Request for Reconsideration of Instructional Material."
 10. Any parent wishing to restrict their child or children's access to any computer online service, must provide the restriction request in writing to the campus administration. Parents will assume responsibility for imposing restrictions only on their own children.
- b. Network Etiquette
1. Be polite
 2. Use appropriate language
 3. Do not reveal personal data (home address, phone number or phone numbers of other people)
 4. Be tolerant. Other users of the PISD computer online services and other networks may be individuals whose culture, language, and humor have different points of reference from your own.
- c. E-mail
1. E-mail should be used for educational or administrative purposes only.
 2. E-mail transmissions, stored data, transmitted data, or any other use of the computer online series by students, employees or other users shall not be considered

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confidential and may be monitored at any time by designated staff to ensure appropriate use.

3. All e-mail and their contents are property of the District.

4. Consequences of Violations of the Student Acceptable Use Policy

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate care and use.

Noncompliance with the guidelines published here, in the PISD Student Code of Conduct and in Board Policy CQ may result in suspension or termination of technology privileges and disciplinary action. Use or possession of hacking software is strictly prohibited and violations may result in loss of technology privileges and disciplinary action. Violation of state or federal law including the Texas Penal Code, Computer Crimes, and Chapter 33 will result in criminal prosecution or disciplinary action by the District.

Consequences of violations include, but are not limited to:

- Suspension or revocation of Internet access privileges
- Suspension or revocation of electronic mail and/or fax privileges
- Suspension or revocation of network access privileges
- Suspension or revocation of computer access privileges
- Any and all consequences defined in the *Paradise ISD Student Code of Conduct* including:
 - In-School-Suspension
 - Expulsion; and
 - Legal action and/or prosecution by local, state or federal officials.

The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the Texas Open Records Act; proper authorities will be given access to their content.