



1:1 IPAD POLICIES & GUIDELINES

WEST DES MOINES
COMMUNITY
SCHOOLS

The changing landscape of today's society will require students to have a different set of skills than what was required previously. Future graduates must be equipped with not just the three R's, but also problem solving, critical thinking, communication, and technological literacy. Students will need to be able to quickly find, synthesize and communication information and collaborate with colleagues - not just in their office, but within the global community. West Des Moines Community School District wants to ensure students develop the skills and knowledge to navigate this emerging world.

During the spring semester of 2013, each student enrolled in Chinese I, II, III, or IV will use an Apple iPad as part of their educational experience in learning Chinese.

APPS & DOWNLOADS

School owned iPads must not be synced to any other computer. Students are permitted to use their own personal iTunes accounts.

IPAD OWNERSHIP

Although the iPad will remain property of the school district, students will be able to take the iPad home with parent permission. iPads must be returned to the school prior to summer break. Due to state law, there is no option to "buy out" the iPad when the student graduates.

IPAD SECURITY

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 school's main office.

Do not lend your iPad to another person. Each iPad is assigned to an individual and the responsibility for the care of the iPad solely rests with that individual.

Students are required to add a passcode to their iPad to help secure their personal information on the iPad.

DISTRICT POLICIES ABOUT TECHNOLOGY

Access to the technology in the West Des Moines Community School District has been established for educational purposes. The use of the district's electronic technologies is a valued resource to our community. All electronic technologies must be used in support of the educational program of the District. This access may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies.

Failure to comply with the District policies or the guidelines stated in this document for care and use of the iPad may result in the loss of privilege to take the iPad home or use the iPad in general. Specific policies that apply:

- Technology use by student (605.8)
- Prohibition of discrimination, harassment, and bullying (502.2)

The iPad is the property of West Des Moines Community School District and as a result may be seized and reviewed at any time. ***The student should have NO expectation of privacy of materials found on an iPad.***

Student's Care and Maintenance of the iPad

IPAD CARE

Carefully transport your iPad to school every day. Avoid placing weight on the iPad. Never throw or slide an iPad. Never expose an iPad to long-term temperature extremes or direct sunlight. An automobile is not a good place to store an iPad.

IPAD SCREEN

Never throw a book bag that contains an iPad. Never place an iPad in a book bag that contains food, liquids, heavy, or sharp objects. While the iPad is scratch resistant, it is not scratch proof. Avoid using any sharp object(s) on the iPad. The iPad screen is glass and is vulnerable to cracking. Never place heavy objects on top of the iPad and never drop your iPad. Careful placement in your backpack is important.

iPads do not respond well to liquids. The iPad can be cleaned with a soft, slightly water- dampened, lint-free cloth. Avoid getting moisture or liquids near the iPad. 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.

IPAD CAMERAS & MICROPHONE

The iPad comes equipped with audio and video recording capabilities through a built-in microphone and front and rear- facing cameras. All electronic recordings created with the device must comply with District policies and State and Federal laws. Valley High School and Valley Southwoods High School student handbooks prohibit the use of electronic recording devices in a manner that compromises the privacy interests of other individuals. Users of the iPad device are required to use the device in a manner that complies with these and other District policies. Use of the iPad in a manner that violates District policy may result in revocation of the device and may result in further disciplinary consequence.

Use of the iPad and any other devices with audio and video recording capabilities during instructional time is at the discretion of the teacher and the student must obtain prior approval to use the device for such purposes. Any electronic recordings obtained with the recording device are for instructional/educational purposes use. Therefore, electronic recordings obtained with the iPad may not be shared, published or rebroadcasted for any reason by the student without permission.

IPAD CASE

Your iPad comes with a school issued case. The purpose of the case is to protect the iPad, especially while the iPad is being transported. When not in use, closing the iPad case will save battery life and protect the screen. The iPad must remain in the school issued protective case at all times.

IPAD BATTERY

The iPad should be charged, using the provided wall charger, and brought to school ready to use each day. Fully charged iPad batteries will typically last 12 – 15 hours of use. Waiting to charge the iPad until the charge is low (less than 20% life or red indicator light) will extend the battery life. It is the student's responsibility to charge the iPad at home and ensure it is ready for use in school each day. Failure to do so may result in the student's inability to participate in classroom learning activities.

LOST, STOLEN, DAMAGED IPADS

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 School Media Center as soon as possible. iPad repair/replacement options will be determined by the School Media Center staff, as our district has purchased accidental damage insurance. You may be issued a temporary iPad or other materials until your iPad is working properly or replaced. If the iPad is experiencing technical difficulties outside of school hours, you will need to wait until you return to school to fix it. You are not authorized to use any "reset" functions in the iPad settings screens to do your own troubleshooting.

If your iPad is lost or stolen, please report it to the Media Center Staff as soon as possible. However, it is the responsibility of the student and family to recover or replace a lost or stolen iPad. The district does NOT have lost or stolen insurance on the iPads. Replacement fees may be assessed for lost or damaged items in accordance with the District's Student Fee Schedule for lost or damaged materials.

The replacement cost for lost/stolen items are reflected below:

- Replacement cost for the provided iPad case is \$25
- Replacement cost for the provided iPad wall charger is \$25
- Replacement cost for the iPad is \$379

Students who leave West Des Moines Community School District during the school year must return the iPad, along with any other accessories, at the time they leave. The iPad and all accessories should be returned to the Media Center Staff.

Many services on your iPad might be "in the cloud," meaning the data is not stored on the iPad itself, but rather on an external server. "Google Drive" is a good example of this, where you are editing text documents on your iPad, but can also access those same documents on a standard computer. In the event of a technical problem/theft/etc where your iPad needs to be restored to factory settings, those documents would be unaffected because they are not stored on the actual device. However, if you were using a file that was only on the iPad (a photo or video, for example) and that device was lost, broken, or another technical problem occurred and it had to be restored, then that file would be gone. As a user of the iPad, it is imperative that you understand where you are saving your documents. There are many apps for the iPad that allow you to back up or save your documents to "cloud" services. Google Drive, Box, and DropBox would all be recommendations for you to investigate.

WDMCS assumes no responsibility for any data loss that occurs as a result of your use of the iPad.

Parent's Guide

COMMON SENSE MEDIA AGREEMENT FOR PARENTS AND TEENS IN HIGH SCHOOL

The Common Sense Family Media Agreement is a checklist that parents can use to guide conversations with their kids about media use. It's designed to help parents establish guidelines and expectations around media use and behavior that are right for their family. Some families are comfortable using it as a signed agreement. Others refer to use it simply as a checklist to guide conversations. Either way, it's a great way to help parents and kids get on the same page about media and technology use.

<http://www.commonsensemedia.org/sites/default/files/fma-high.pdf>

CYBER SAFETY

Cyber safety is an important parent-child discussion to revisit frequently, from elementary school through high school. Experts warn that children are most vulnerable to online dangers while in their own home. The following suggestions are drawn from a wide variety of professional sources that may aid you in effectively guiding your child's use of the iPad and other technology devices.

Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media.

PUT THE IPAD TO BED. BUT NOT IN THE BEDROOM

Parenting experts suggest parking all technology devices, from cell phones to iPads, in a common family room overnight to discourage late night, unmonitored use and sleep disruption. Don't allow your teen to sleep with the iPad, laptop or cell phone. Remember to model appropriate use and balance of technology in your own life, too!

FILTER ACCESS

Filtering software has been added to the iPad, however, filters are not fool proof. If additional security is desired for your home network, we suggest installing software to filter and block inappropriate content on your wireless home network. Some possible filters to consider include OpenDNS (free version available), SafeEyes, and NetNanny. Some of these products offer additional protection features such as cell phone filtering, text message and photo screening tools, and digital footprint/ reputation monitoring. Read more about filter options here: <http://tinyurl.com/3v7jwrq>.

SET EXPECTATIONS

Regularly share your expectations with your child about accessing only appropriate sites and content, as well as being a good person when online (even when parents aren't watching). Outside of school, it is likely that your child has already been confronted with multiple opportunities to access content that parents wouldn't approve, such as pornography, hate sites, celebrity gossip, reality tv personal blogs and more, all of which may influence your teen's beliefs, values and behavior. Understand that your teen's use of many technologies (such as iPods, video game systems, and cell phones) likely gives your teen the ability to connect to unfiltered public wireless networks (such as in a library or coffee shop, by picking up a neighbor's wireless signal, or connecting to the Internet through a cell service). Therefore, it is important to maintain regular, open dialog about Internet use and access. Discuss your expectation for appropriate use and behavior.

MONITOR & LIMIT SCREEN TIME

Experts suggest having teens surf the Internet in a central place at home, such as the kitchen or family room, rather than away from adult supervision or behind a closed door. Know what your child is doing with technology and how his or her time is being spent. Technology can be a great tool and resource, but also has the potential to be a big distractor. Help your child learn to focus on completing tasks or assignments first before spending time on games, shopping and social networking. Teaching today's children how to manage multiple sources of information and potential distractions is a critical life skill, one best learned before heading off to college or the workplace.

Questions and Answers

What is the cost to families for the iPad pilot?

There is no cost to students for the iPad unless it is lost or damaged.

Does the District offer an iPad insurance program?

No. The District DOES NOT offer or endorse any electronics insurance products. The District has purchased the accidental damage insurance. Parents who desire theft insurance may wish to individually investigate options through a own homeowner's insurance policy or companies such as Safeware <http://www.safeware.com/Products/iPadCoverage.aspx>

May I bring my own iPad to school?

At this time, the pilot group is being asked to use the school- issued iPad only.

May I use my iPad in my other classes?

Teachers have the discretion of allowing or not allowing the use of electronic devices during instructional time. Please respect and follow each of your teachers' instructions. If teachers permit use of electronic devices, users must adhere to District technology policies, be for educational purposes only, and not be a distraction or disruption to learning.

May I customize the iPad backgrounds, lock screens, sounds, etc?

Yes.

May I rename the iPad?

No. The iPad name allows us to keep an accurate inventory. Do not change the name unless instructed by a teacher or staff member.

May I remove any "profiles" in the settings tab?

No. These settings also allow us to keep an accurate inventory.

Here are some additional things to review:

- Anything you do or post online creates a digital record, often called a "Cyber Footprint." Nothing online is totally private, even if it is intended to be. Once digitized, it can be saved, sent and reposted.
- A good rule of thumb: If you don't want a parent, teacher, principal, future employer or college admissions office to know something, don't post it online. Ask yourself "Would Grandma approve?"
- "Friends" aren't always who they say they are; undercover police and pedophiles pretend to be kids online. Encourage your teen to only be friends online with friends they know in person. Never give access to personal information, such as a Facebook profile, to people met online.
- Never post personally identifiable information online. This includes: full name, address, phone number, email, where you are meeting friends or where you hang out. Discuss with your teen how easy it is for someone to find you based on what you post online.
- Regularly check your privacy settings on all commonly used sites and networks. Ignoring privacy settings on sites like Facebook means your photos, contact information, interests, and possibly even cell phone GPS location could be shared with more than a half-billion people.
- Cyberbullying (threatening or harassing another individual through technology) is a growing concern. It takes many forms, such as forwarding a private email, photo, or text message for others to see, starting a rumor, or sending a threatening or aggressive message, often anonymously. Commit to not partake in this behavior and report incidents of cyberbullying to an adult.