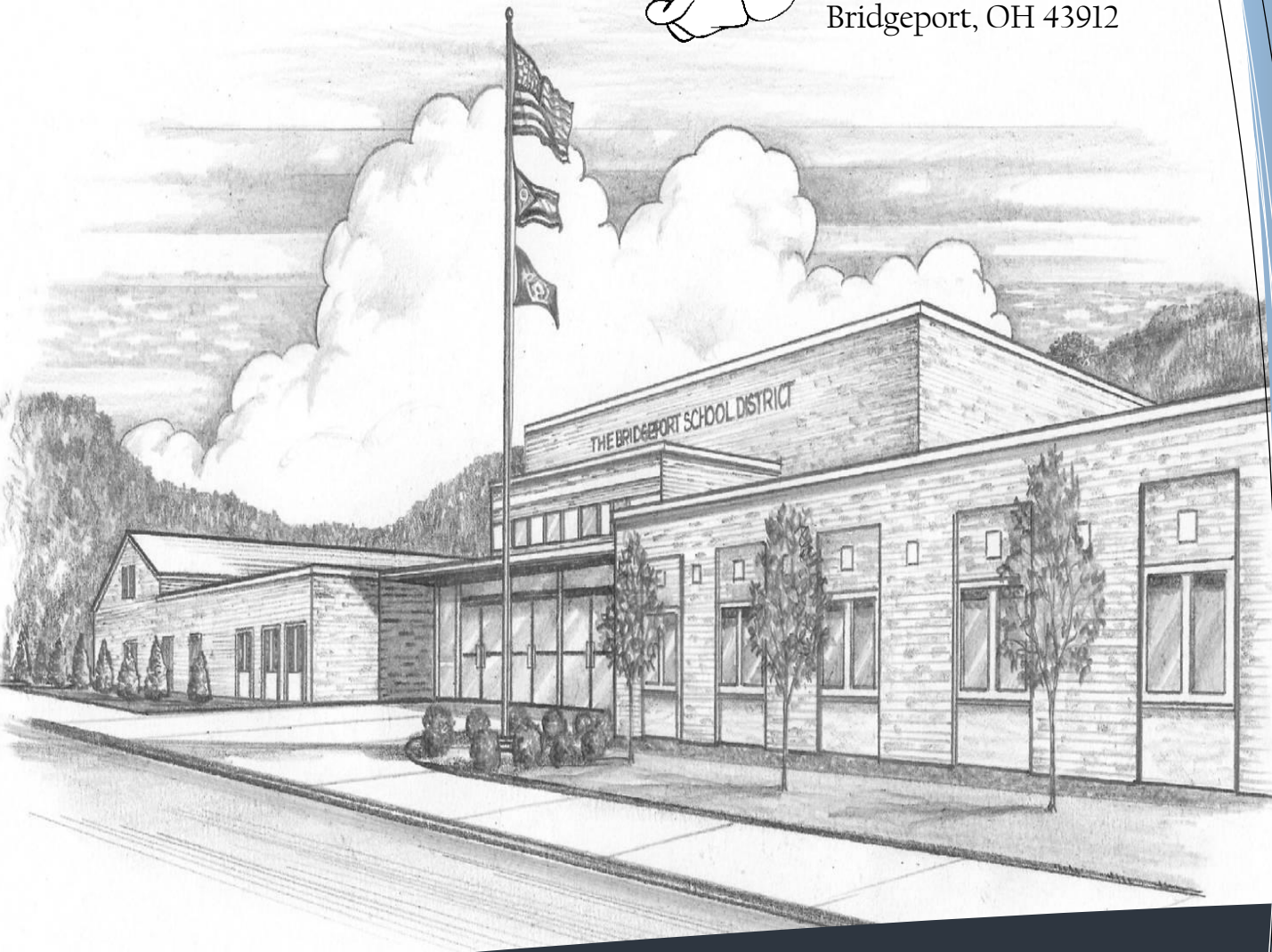




Bridgeport Exempted  
Village SD  
55707 Industrial Dr.  
Bridgeport, OH 43912



iPad Handbook for Students in Grades 3 – 12

What you Need to Know

*A Guide for Parents and Students*

## **Distribution of iPads**

Students in grades 3 – 12 are issued and assigned a district owned iPad to use at school and at home for school purposes. Students are not permitted to bring a personal iPad, tablet, laptop, etc. to use at school. Before school administrators can issue an iPad to a student, they must pay for or opt out of the annual Optional iPad Protection Plan and sign the Optional iPad Protection Plan (Appendix A) and the Student Technology Use Agreement (Appendix B) online.

The district offers families the option of paying for repairs to the iPad called an Optional iPad Protection Plan. This is a one-time insurance coverage for accidental damage, repair, or theft (with police report), but not loss. At a cost of \$25.00 (max \$75.00 per family), the purchase of a protection plan can save parents quite a bit of money on a repair and is a wise investment.

Please review the Optional iPad Protection Plan included in this handbook (Appendix A).

## **Returning iPads**

A student who is suspended, expelled, transfers out of or leaves Bridgeport Exempted Village School District during the school year must return the iPad (including power cords, cases and any other district issued accessories) to the technology department before leaving the school.

If a student does not return his/her assigned device upon leaving the district, the student will be subject to criminal prosecution or civil liability. The students will also be required to pay for replacement costs for a new device.

If a student returns his/her assigned device and it is damaged, costs for replacement or repairs are the student/parent/guardian's responsibility, unless otherwise covered by the Optional iPad Protection Plan.

## **iPad Device Identification**

The district labels each iPad with an asset tag. This label must not be covered or removed and must always be visible. iPads are identified by the manufacturer's serial number, as well as the asset tag.



## Caring for the iPad

The iPad is district property. All users will follow the guidelines in this handbook and the acceptable use policy.

Students are responsible for the general care of their district issued iPad. Students must take any damaged or inoperable iPads immediately to the technology department for evaluation and/or repair.

### General Precautions

Insert cords and cables into the iPad carefully to prevent damage. Use only the district provided Apple power adapter to charge the iPad.

District issued iPads and cases must remain free of any writing, drawing, stickers, or labels not the property of Bridgeport Exempted Village School District. "Skins" and other personalization is prohibited.

Never leave your iPad unattended or in an unlocked locker, unlocked car, or any other unsupervised area. This constitutes



neglect of the device. Do not leave an iPad on the floor or ground, even if it is in a bag or backpack. It could be stepped on and damaged.

### Carrying iPads

The district provides students with protective cases for the iPads. Students must always keep the iPads inside the protective cases.

Students should never use the iPad while walking or moving from place to place unless otherwise instructed by the teacher. The front case cover must remain closed any time the student is in motion and when the device is not in use.

**Removing the iPad from the district issued case is prohibited.**

Cases should not hold other objects. Folders, workbooks, etc. should be kept in a book bag or carried separately to avoid placing excessive pressure and weight on the device screen.

### SCREEN CARE

Screen damage will occur when pressure is applied to the screen. Users must avoid leaning on the top of the device or placing objects in a book bag or protective case in a way that applies pressure to the screen.

Use only a clean, dry, soft, or anti-static cloth to clean the screen. Do not use cleansers of any type.

Do not bump the iPad against lockers, walls, car doors, floors, etc., as it will crack and break the screen.

Do not stand or kneel on the iPad or leave it in a location where it may become damaged.

Only store the iPad in places where the temperature is between 32 – 95 degrees F.

## Using the iPad

iPads are intended for use at school each day.

In addition to teacher expectations for iPad use, students may access school messages, announcements, calendars, and schedules using the iPad.

### iPads Left at Home

Students who leave their iPad at home are still responsible for completing their daily course work.

If a student repeatedly leaves his/her device at home, the student may be subject to disciplinary action.

### iPads Undergoing Service or Repair

The district will issue an equivalent iPad to a student whose iPad requires repair or replacement. If a student does not have the Optional Protection Plan, they will not be permitted to take the replacement iPad home until the repair is paid.

### Internet Access Away from School

Outside of school, students may establish Wi-Fi connections with the iPad and use the iPad wherever access is available.



### Camera Use

The iPad comes equipped with a camera and video capabilities. **Students will use these only for instructional purposes.**

Students must obtain permission to publish or make publicly available a photograph or video of any school-related activity.



Unauthorized recordings are subject to disciplinary action.

### Earbuds or Headphones

Students are not permitted to use earbuds or headphones, except under teacher direction in the classroom.

## Managing Your Files and Saving Your Work

### Saving to the Cloud

Students should save their work to their OneDrive. This is a cloud storage solution provided to each student as part of Microsoft Office 365. It is available on any internet-connected device.

Students may download files to work on them and save them back to the cloud.

iPad device malfunctions are not an acceptable excuse for failure to submit work.



### Network Connectivity

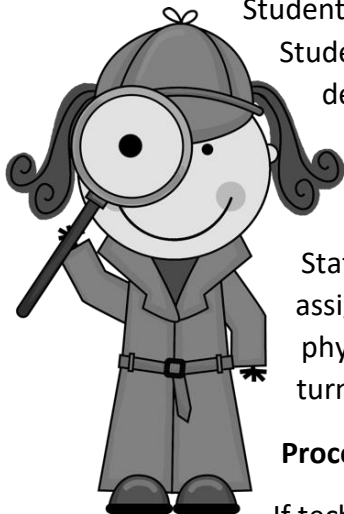
Bridgeport Exempted Village School District makes no assurance that the network will always be operational. In the rare instance that the network may not be operational, the district will not be responsible for lost or missing data/work.

### Applications for iPads

Bridgeport Exempted Village School District manages iPads so that the devices contain the necessary applications for schoolwork. Students can install educational apps from Jamf Student.

Students are not permitted to install apps from other websites or app stores.

Students are not permitted to delete applications that are installed on each device. If you choose to do either of the above, it will result in disciplinary action.



#### Inspection

Staff may randomly select students and ask them to provide their district assigned iPad for inspection. Inspection can include but is not limited to physical or data inspection. Devices are also subject to inspection when turned in for any reason.

#### Procedure for Troubleshooting

If technical difficulties occur or unauthorized applications are discovered, technology staff may be required to erase or swap out the iPad. The school does not accept responsibility for the loss of applications or documents deleted.

### Application Upgrades

The district will distribute upgraded versions of licensed applications from time to time.

## Digital Citizenship

Digital citizenship is a concept that helps students understand how to use technology.

The district expects students to use technology appropriately and responsibly whether for electronic communication or participation.

The district has electronic precautions in place for students to participate safely and securely in this environment and enjoy the rights of a digital world in an educational setting.

### District Responsibilities

The school provides internet and internal email access to students. (Student emails are the property of the Bridgeport Exempted Village SD and are subject to monitoring).

School staff will help students conduct internet research and ensure student compliance with the district's Acceptable Use Policy. (Teachers & staff make every effort to monitor online activity during school hours).

Filtering/blocking of inappropriate internet material is done at the district level and the district provides cloud data storage areas for all students. (Content filtering tools cannot guarantee that all undesirable content is blocked)

Bridgeport Exempted Village SD reserves the right to investigate any inappropriate use of resources and to review, monitor and restrict information stored on or transmitted via district owned equipment and resources.

### Student Responsibilities

Students will abide by all district policies.

- Contact an administrator about any security issue they encounter.
- Monitor all activity on their personal account(s).
- Always shut down and secure their iPad after use to protect their work and information.
- Use student email account for education purposes only.
- Update iPad with the latest iOS when requested by district personnel.
- Report email containing inappropriate or abusive language or questionable subject matter to a teacher or administrator (Students can only send and receive email within the district).
- Report any malfunctioning or damaged iPad immediately to the technology department.
- Bring charger block and/or cord to the technology department if it is damaged or not charging.
- Return their iPad and accessories to the technology department on the date they withdraw from school or transfer to another school outside of Bridgeport Exempted Village SD. (This also applies to seniors who leave school mid-year or who graduate)



## Parent/Guardian Responsibilities

All districts issued iPads contain a filter for use at home. Parents are encouraged to monitor student activity at home, especially internet access.

Talk to your children about the values and standards you expect them to follow as they use the internet just as you talk to them about their use of all other media information sources such as television, telephone, movies, radio, etc.

To discourage late night, unmonitored use of the iPad, experts suggest that families store it and other electronic devices in a common room of the home. Identify a central location in your home where students should store and/or charge their device.

### Common Sense Media

The Common Sense Media website provides an age-appropriate checklist that can be used to guide conversations with your child about responsible use of media and technology. This is available <https://www.commonsensemedia.org/family-tech-planners>

### iPad Device Care

Each student is responsible for maintaining his/her assigned iPad. Batteries must be fully charged and ready for school daily.

**The district provides iPad protective cases. These must always be kept on the device.**

Cases must be maintained with only normal wear and no alterations to avoid a case replacement fee of \$49.95.

The district provides Apple brand chargers. Chargers must be maintained with only normal wear to avoid a charger replacement fee of \$20.00 for the block and \$20.00 for the cord.

Malfunctioning or damaged mobile computing devices must be reported immediately to the technology department. **It is not permitted to take the iPad to an outside vendor for repair.** Should this occur, you accept all financial responsibility for the replacement of the iPad.

Students are responsible for any and all

damage to their assigned iPad. Fees for damage or loss will be determined depending on whether the student chooses the Optional iPad Protection Plan.

If a student is covered under the Optional iPad Protection Plan, repairs are covered unless the student breaks the device more than once, in which case the student (or their parent/guardian) will pay for subsequent repairs. **If the student's iPad is not covered under the Optional iPad Protection Plan and their device is damaged when it is returned, that student (or their parent/guardian) is responsible for all costs for repairs or replacement.**

**Stolen or lost iPads must be reported within 72 hours to the technology department and the Sheriff's Office.** If a device is stolen, the report must be filed within 72 hours, or the student is responsible for the entire replacement cost of the device.

## **iPad Discipline Plan**

The district handbook provides guidelines for consequences when students behave inappropriately. These guidelines also apply to incidents involving iPads.

All students in grades 3 – 12 have the opportunity to use an iPad in support of personalized learning during school hours and have the privilege to take an iPad home. Students who use district issued iPads that are counter to BEVS guidelines will have their iPad privileges restricted and may face other consequences relevant to the situation.

The unacceptable use of the district technology resources, including e-mail and the Internet, may result in one or more of the following consequences: suspension or cancellation of take-home privileges, discipline under applicable district policies and procedures, or civil or criminal liability under applicable laws.

### **Examples of Offenses**

- Unauthorized use of internet or computer games
- Being off task, using apps other than what the learning activity requires
- Using the camera to take another's picture without their permission
- Airdropping material without permission
- Downloading inappropriate applications
- Giving out personal information, for any reason, over the internet
- Device absences, including devices not being present at school or device not being charged
- Bypassing the Bridgeport Exempted Village School District Web filter
- Illegal installation or transmission of copyrighted materials
- Action violating existing board policy or public law.
- Deleting district system applications and changing device settings (exceptions include personal settings such as font size, brightness, etc.)
- Sending, transmitting, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms or sites selling term papers, book reports and other forms of student work
- Spamming (disruptive email, messages including iMessages)
- Gaining access to another student's accounts, files and/or data
- Use of the school's internet, email accounts or devices for financial gain, commercial gain, or any illegal activity
- Vandalism (any malicious attempt to harm or destroy the device)
- Transmission or access of obscene, offensive, or threatening materials or materials intended to harass or demean.



## **iPad Discipline Plan (Contd.)**

The district can use any of the following disciplinary consequences, if applicable, when addressing offenses, while taking into consideration the nature of the incident and the student's prior technology offenses:

- Student Conference, Saturday School, Alternative School, Out of School Suspension, Expulsion, and appropriate law enforcement intervention, if applicable.

**The administration reserves the right to handle any of the above actions or any other action determined to be a misuse of technology in the manner they feel is the most appropriate for all concerned.**

### **iPad Terms and Conditions**

Students will always comply with Bridgeport Exempted Village School District's policies and procedures. Failure to comply ends right of possession effective immediately.

#### **Title**

The legal title of the property is with the district and shall always remain with the district. The right of possession and use is limited to and conditioned on full and complete compliance with the iPad agreement. The student is always responsible for the iPad's appropriate care and use.

#### **Liability**

Bridgeport Exempted Village SD reserves the right to demand return of the iPad at any time. Failure to return the iPad may result in criminal charges brought against the student and/or the person in possession of the device.

## APPENDIX A

### iPad Optional Protection Plan

Bridgeport Exempted Village School District recognizes that with the implementation of the “iPad for every student” initiative, the priority is to protect the investment by both the district and the student/parent/guardian.

An optional non-refundable protection plan is available for \$25.00 **per school year** for each iPad for students in grades 3 through 12 with a maximum cost of \$75.00 per family **per school year**. When filling out the online school forms each year, parents/guardians or students (if 18 years of age or older) must make the decision whether or not to purchase this Optional Protection Plan. This decision, along with payment, must be made prior to receiving an iPad. Personal Mobile Computing device agreements are good for one school year, beginning from the first day of school through the end of the school year, unless the agreement is terminated earlier.

The Optional Protection Plan provides one-time coverage for replacement or repair of the iPad device due to accidental damage. This plan will provide for parts and repairs related to damage incurred as part of that single incident during the coverage period. Any additional repair due to additional accidents and damage will cost the student/parent/guardian the cost of repair. The Optional Protection Plan does not cover a lost charging block or charging cord; however, it does cover repair of the charging block or charging cord. Any device replacement due to the following will cost the student/parent/guardian the replacement cost (\$294.00) of an iPad:

- Loss, which is defined as:
  - 1) the location of the device is unknown/misplaced or
  - 2) the device cannot be returned to the district for any reason.
- Theft without an Optional Protection Plan.
- Taking the iPad to an outside vendor for repair.
- Theft with an Optional Protection Plan but without a police report filed within 72 hours.
- Device damage through misuse, abuse, negligence, or intentional damage. (Includes the iPad, case, charging block, and/or sync cable)

## **APPENDIX B**

### **Student Technology Use Agreement**

Bridgeport Exempted Village School District provides students with access to district technology resources for educational purposes. Students must adhere to all district policies, accompanying procedures, and guidelines to maintain access to those resources. Failure to comply with these policies, procedures, and guidelines may result in the loss of privileges, including the ability to take home an iPad.

#### **STUDENT AGREEMENT**

##### **RESPONSIBILITY**

- I will fully charge my iPad at home each night.
- I will take proper care of the iPad, case, and power cords according to the standards outlined in the iPad handbook and this agreement.
- I will keep the iPad in the district issued case, not placing anything between the case and display.
- I will carry the iPad carefully and keep it on top of other items.
- I will keep the iPad and case clean and free of stickers, writing, and other damage. I will leave district labels in place.
- I will protect the iPad. I will keep it away from food, beverages, and other liquids, using only a dry, soft cloth to clean it, and storing it in places where the temperature is between 32 and 95 degrees F.
- I will update the iPad with the latest iOS when requested by district personnel.
- I will not remove district required applications, including but not limited to Jamf Student.
- I will not install applications that limit or interfere with instruction.
- I will place appropriate content/photos on my lock screen and background.
- I will not disassemble any part of the iPad, attempt to repair the device or have it repaired outside the district.
- I will not loan the iPad or power cord to another individual.
- I will use the iPad in ways that are appropriate, meet all BEVS rules and procedures, and only for educational purposes. (Examples of non-educational purposes: watching movies, playing games, etc.)
- I will not use district technology resources or my personal electronic device to get or give answers to tests; search for and/or copy answers or information on the internet or other electronic resources contained on or in any technology resources or device; copy and submit someone else's information or assignment as my own; or conduct other similar forms of electronic cheating.
- I will report any damage or loss to the technology department immediately.
- I will return the iPad, case, and power cords in good working condition.
- I will be financially responsible for all damage to, or loss of the iPad, case and power cord caused by misuse, abuse, negligence, or intentional damage.

##### **SAFETY**

- I will always supervise the iPad, and when I am not using it in school, it will be stored in the required classroom location or in my locked locker.
- If I can take the iPad home, I will keep the iPad in my school bag or backpack when traveling to and from school and while at the bus stop. I will follow the policies outlined in this handbook and the acceptable use policy while at school and outside the school day.
- I will protect my personal information, including username and passwords, and will not share personal information about others or myself online.
- I will not bypass the district web filter.
- I will use the district assigned Apple ID.
- I will immediately tell a teacher or other adult staff if I receive an electronic communication that makes me feel uncomfortable, or if I accidentally access inappropriate materials, pictures, video, or websites.

## PRODUCTIVE

- I will always make sure my district issued iPad battery is fully charged.
- I will save data to the cloud (OneDrive).
- I will use my district issued iPad and other technology to do my own work. I will not intentionally copy, damage, or delete another user's work. I will properly cite my sources when I use someone's information, pictures, media, or other work in my own projects and assignments.
- I will always have enough storage on my district issued iPad to download, access, and create any educational applications or files required by my teachers.

## RESPECT

- I will treat others with respect and use appropriate language in all my electronic interactions.
- I will not use the iPad or other technology to bully, harass, harm, or spread lies or misinformation about others.
- I will use the iPad to access, submit, post, publish or display only material that is legal, true, nonthreatening, free of racial or gender offensive content and does not hurt someone's reputation.
- I will not use the camera in a restroom, locker room, nurse's office, or any other area where an individual has a reasonable expectation of privacy, or use, retrieve, store, or send improper language, pictures, or other digital content.

## **Agreements**

iPads Agreements are located in the Emergency Medical Authorization form and are to be completed online each year. The agreements include:

- **I understand that my district assigned iPad is subject to inspection at any time without notice and remains the property of the Bridgeport Exempted Village School District.**
- **I agree to the stipulations set forth in the above documents including the iPad Policies, Procedures, and Information; the Acceptable Use Policy; iPad Protection Plan and the Student Technology Use Agreement.**

**Individual school iPad, case and power cord must be in good working condition when returned to the technology department at the end of each school year. Students who graduate early, withdraw, are suspended, or expelled, attend alternative school, or terminate enrollment at BEVS for any other reason must return the iPad and accessories on the date of termination. Failure to return the iPad and accessories will be subject to criminal prosecution or civil liability to the fullest extent of the law and student records will be held (ORC.3313.642).**