Device Guidelines

1. iPADS

1.1 Receiving your iPad
iPads will be distributed at the beginning of the school year during several formal sessions. Please see school communication for exact dates. Before a student can be issued an iPad, a parent or guardian and the student must watch an instructional presentation then sign and return paperwork concerning the Optional Protection Plan and Acceptable Use Policy. First time recipients of the iPad are required to have help setting up the iPad.

1.2 iPad check-in
iPads will be returned at the end of the school year at a date determined by the school. Students who transfer, withdraw, or are suspended or expelled from school must surrender their iPad, case and charger upon termination of enrollment or the last day of attendance, whichever comes first.

1.3 Check-in fines
A student who fails to return the iPad at the end of the school year or upon termination of enrollment in the WCSD will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad or, if applicable, any insurance deductible. Furthermore, the student will be responsible for any damage(s) to the iPad, consistent with the Optional Protection Plan. The student will be charged a fee for intentional damage(s), not to exceed the replacement cost of the iPad. Additionally, failure to return the iPad will result in a theft report being filed with the local police department.

2. TAKING CARE OF YOUR iPAD

Students are responsible for the general care of the iPad they have been issued. iPads that are broken or fail to work properly must be taken to the Media Center within one school day for an evaluation of the equipment.

2.1 General precautions
The iPad is school property and all users will follow the procedures listed in this document and the Acceptable Use Policy.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
• iPads must remain free of any writing, drawing, stickers, or labels that are not the property of WCSD.
• iPads must never be left in an unlocked locker, unlocked car, school cubby, or any unsupervised area.
• Students may not use “skins” to “personalize” their iPads.
• iPads must be kept in a case at all time. Personal cases must be approved by the media specialist and must provide comparable protection to school issued cases (ex: Otter Box, Survivor Case, or other heavy duty cases with shock absorbency). Failure to use an approved case will invalidate the student’s Optional Protection Plan.

2.2 Carrying iPads
The protective case provided with the iPad has sufficient padding to protect the iPad for normal treatment while providing a suitable means for carrying the device. Students are expected to carry the iPad in its protective case and should avoid placing too much pressure and/or weight (such as folders, workbooks, textbooks, etc.) on the iPad screen.

2.3 Screen care
The iPad screen is sensitive to damage from excessive pressure on the screen and/or excessive heat and cold temperatures. If subjected to rough treatment the screen can be damaged, even with a protective case. The screen should be cleaned with a soft, dry cloth.

• Do not lean on the top of the iPad
• Do not place anything near the iPad that could put pressure on the screen
• Do not bump the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen

3. USING YOUR iPAD AT SCHOOL

iPads are intended for use at school each day. In addition to individual teacher expectations for iPad in-class use, textbooks, school messages, announcements, planners, calendars, and schedules may be accessed using the iPad. Students are responsible for bringing their iPad, fully charged, to all classes unless specifically instructed not to do so by the teacher. Students failing to use, care, and accept responsibility for using the iPad at school will face administrative consequences.

3.1 iPads left at home
If the student leaves the assigned iPad at home, the student is responsible for completing all course work as if the iPad were present. Daily loaner iPads may be available to students who forgot to bring their iPad to school on a limited basis.

3.2 iPads undergoing repair
Loaner iPads may be issued to students when their assigned iPads have been sent for repair. Students will be able to use the loaner devices at school, but they will not be able to take them home. Once repairs are made, students will not be able to take their assigned iPad home until they have paid the Optional Protection Plan repair fee.
3.3 Charging your iPad’s battery

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads at home each evening. Warning: It may take up to five (5) hours to fully charge the iPad. Students without fully charged iPads will be subject to classroom discipline. WCSD does not replace lost or broken iPad charger cords and/or blocks - these are the responsibility of students.

3.4 iPad passcode and e-mail passwords

iPads and e-mail accounts will be password protected. During the original distribution, each student will choose a unique passcode for the iPad (we suggest your lunch number). Students are prohibited from sharing their unique passcodes and passwords with anyone else except their parents. Students who abuse this protective measure will lose the privilege of the iPad in accordance with discipline procedures. Students are issued a Gmail account through the school district. That is the only email account that the school can reset. Students are responsible for knowing passwords for personal accounts.

All students are required to have their school email set up on their iPad and check the email daily.

3.5 Photos

Photo/Image storage on the iPad should be for school projects only. Storage and backup of student personal photos or downloaded images is not supported by the Media Center. Note: If any inappropriate photos are found on the iPad, students will face administrative disciplinary consequences.

3.6 Sound, music, games, or programs

The eSMART program is intended to enhance classroom instruction. The primary function of the iPad is for school work. If the iPad is not being used for instructional purposes, students will be held accountable according to the discipline standards in these guidelines. Students can personalize the county issued iPad, but if that personalization interferes with classroom performance or behavior the material will be deleted and restrictions placed to prevent further downloads. This can be done at the discretion of the teacher, media specialist, administrator or parent/guardian.

3.7 Printing

Wireless printing from the iPad is not supported at this time. We encourage all students and teachers to utilize online storage and sharing for projects. If printing is required, please visit the Media Center.

3.8 Home Internet access

The primary use of the iPad is through the school network. WCSD cannot guarantee that the school issued iPads will work with every home network or Internet provider. Students are allowed to set up wireless networks on their iPads to assist them with iPad use while at home, but they will always be accountable to the Acceptable Use Policy. Printing at home will require a wireless printer, proper settings on the iPad, and the correct app.
4. MANAGING FILES and SAVING WORK

4.1 Saving work
It is the students’ 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; therefore, students should save and back up all work often. Students are responsible for setting up iCloud backup and must know the account usernames and passwords. Students must have enough room to back up school work. Personal files will be deleted to make room for saving school work.

4.2 Network connectivity
WCSD makes no guarantee that the school wireless network will be fully operational at all times.

5. SOFTWARE ON iPADS

5.1 Required Software/Apps
Students will be responsible for downloading apps needed for classes through the Self Service app on each iPad. Required apps that are not free will be added to the students App Store account by WCSD for students to install. The software/apps required for classes should remain on the iPad in usable condition and be accessible at all times. **Apps not on the approved list should not be installed on student iPads – doing so may result in school disciplinary actions.**

Note: Periodic checks of iPads will be made to ensure that students have not removed required apps or installed unapproved apps. Students who do not follow these guidelines will lose the privilege of the iPad in accordance with discipline guidelines. Failure to follow these guidelines may result in the iPad being restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format or re-image.

5.2 Inspection
Students may be selected at random to provide their iPad for inspection by any member of the WCSD staff. Failure to submit an iPad for inspection results in immediate and appropriate disciplinary action which includes, but is not limited to, revocation of student access to the iPad, including all apps as well as the iPad itself.

5.3 Procedure for re-loading software
If technical difficulties occur or unapproved software (VPNs, e.g.) is discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format or re-image. In this event, the student may lose the privilege of iPad use.

5.4 Software upgrades
Upgrade versions of licensed software/apps are available from time-to-time. Students may be required to check-in their iPads to the school's Media Center for periodic updates.
6. ACCEPTABLE USE

The use of WCSD technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer a “qualifying” fulltime WCSD student.

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 Acceptable Use Policy or guidelines specifically named or implied in this policy their privileges may be terminated, access to the school’s technology resources may be denied, and the appropriate disciplinary action shall be applied.

Note: Violations may result in disciplinary action up to and including suspension, expulsion, applicable fees and/or fines. When applicable, law enforcement agencies may be involved.

To recover privileges, the student and the parent/guardian must request a hearing from the school principal. The request must be made in writing and submitted to the school principal by the parent/guardian in person. The WCSD staff does not accepts any responsibility in making requests for restoration of student iPad privileges.

6.1 Parent/Guardian responsibilities
Talk to your student about values and standards that your student should follow on the use of the Internet just as you do on the use of all media information sources such as television, cell phones, movies, and radio. Social media is a relatively new platform for communication. Parents and guardians are expected to supervise their students and support them in making good decisions.

6.2 School responsibilities
School staff, with the support of the WCSD, sets high expectations to provide appropriate and expert guidance in working within appropriate environments that connect them to the best resources available while ensuring compliance to school policies. Together they accept the responsibility to provide efficiently and effectively the following:

- Internet and e-mail access to all qualifying fulltime WCSD students.
- Educational support to students that increases the acquisition of skills that fulfill the school’s mission, helping to make them competitive in a global world of post-secondary education and/or the workplace.

6.3 Student responsibilities
Students are to use iPads in a responsible and ethical manner and obey general school rules as well as acceptable use policies governing behavior and communication that apply to iPad use. Technology resources are to be used in an appropriate manner so as to not damage school equipment. Damage includes, but is not limited to, the following:

- Loss of data resulting from delays, non-deliveries, or service interruptions.
- Loss of data caused by student negligence, errors, or omissions.
Use of any information obtained via the WCSD network is at your own risk. WCSD specifically
denies any responsibility for the accuracy or quality of information obtained through its services.
Student responsibility includes, but is not limited to, the following:

- Protecting WCSD technology services/device(s) by contacting an administrator about any
  security problems encountered.
- Self-monitoring of all activity on the student’s personal account(s).
- Saving work, turning off, and securing the iPad to protect work and information.
- Reporting immediately the receipt of any e-mail containing inappropriate or abusive
  language or e-mails with questionable subject matter to the nearest WCSD staff member.

Note: Return the assigned iPad to the designated check-in area at the end of each school year.
All check-out, check-in, and returns must be done by the person to whom the iPad is assigned.
Students who transfer, withdraw, are suspended or expelled, or terminate enrollment in a WCSD
school for any reason must return their assigned school iPad on the date of termination.

6.4 Student activities which are prohibited

The WCSD Acceptable Use Policy outlines expectations regarding student Internet and
technology use, regardless of the device. Students must follow these guidelines as specifically
stated and implied. Any action such as illegal installation or transmission of copyrighted materials
and/or the use of chat rooms, sites selling term papers, book reports, and other forms of
plagiarized work are strictly prohibited.

6.5 iPad care and responsibilities

Students will be held responsible for maintaining their individual iPads and keeping them in good
working order.

- iPads must be charged and ready for school each day.
- Only approved WCSD labels or stickers may be applied to the iPad. Approved WCSD
  stickers and engraving may not be removed from the iPad.
- To avoid paying a replacement fee, iPad cases furnished by WCSD must be returned with
  only normal wear and no alterations.
- iPads that malfunction or are damaged must be reported immediately to the Media
  Center. The school system will be responsible for repairing iPads that malfunction.

STUDENTS MAY NOT SELF REPAIR iPADS OR TAKE SCHOOL ISSUED iPADS TO
INDEPENDENT REPAIR SHOPS. iPads that have been damaged from student misuse,
neglect, or are accidentally damaged will be repaired with insurance deductible cost being
borne by the student. Students will be responsible for the entire cost of repairs or
replacement for iPads that are damaged intentionally, including those repaired by the
student or by outside repair shops.

- iPads that are stolen must be reported immediately to the school Media Center staff and
  the appropriate claims filed with the local law enforcement agency or police department. A
  claim should be filed at the opening of the next business day. Copies of paperwork from
  law enforcement agencies will be required before a loaner iPad can be issued to the
  student.
6.6 Legal propriety

Students are expected to comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher, parent, or a Media Center staff member.

Plagiarism is a violation of the school's Code of Conduct. 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 or any other resource information that is not the original creation of the student.

Use or possession of hacking software is strictly prohibited and violators will be subject to the Code of Conduct noted in the school and WCSD Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action.

7. PROTECTING and STORING YOUR iPAD

7.1 iPad identification

Student iPads will be labeled in the manner specified by the school’s Media Center staff as directed by the WCSD technology department. iPads will be identified in the following ways: serial number, WCSD label with barcode, asset number, and in any other identification procedure deemed reasonable and necessary by the school’s Media Center staff. Attempting to modify and/or delete such identifying marks and/or labels is a criminal act and may result in filing criminal claims with the appropriate local law enforcement agency.

7.2 Storing your iPad and its properties

Students should use a secure place to store their iPad.

- When storing the iPad, nothing should be placed on top of the iPad.
- iPads should not be stored in automobiles.
- Ear buds or headphones should be stored separately from the iPad in a way to prevent them from being tangled and/or damaged. If earphone jacks become lodged in the iPad, please do not attempt to remove the metal yourself.

7.3 iPads left in unsupervised areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include school buses, school grounds and campus, lunchroom, locker rooms, computer lab, media center, unlocked classrooms, and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the Media Center for check-in. Note: An iPad that has been returned due to not being supervised may result in disciplinary procedures.

8. iPad SECURITY

Students are required to use Apple’s Find My iPad with a valid iCloud account that uses the students’ school email. Students must know the usernames and passwords for the account at all times. If an iPad is checked and Find My iPad is not being used, it may result in school disciplinary procedures.
Students must report missing iPads to the Media Center within the class block if the device is missing. Students who fail to inform Media Center staff that the iPad is missing in a timely manner may invalidate the Optional Protection Plan.

WCSD will provide an Optional Protection Plan to students. Please see attached Optional Protection Plan form for full details. The protection will cover common concerns such as the following:

- Accidental damage, including drops/liquid spills, liquid submersion.
- Theft and/or vandalism (by someone other than a WCSD student).

9. COST OF REPAIRS

Students will be held responsible for ALL intentional damage to their iPads including, but not limited to, the following: broken screens, cracked plastic pieces, inoperability, etc. Should the repair cost exceed the cost of purchasing a new device, the student will pay the full replacement value. For lost items such as cases and cables, students will be charged the actual replacement cost.
WALTON COUNTY PUBLIC SCHOOLS
Acceptable use policy - Administrative Regulations

PURPOSE: Walton County School District provides all students and staff access to the Internet, network resources, and computing devices at designated graded levels as a means to promote achievement and provide diverse opportunities during the educational experience. This policy provides guidelines and information about the limitations that the school imposes on the use of these resources. In addition to this policy, the use of any school computing device, also requires students to abide by the WCSD Technology Use Guidelines as stated in the Student Code of Conduct. Additional rules may be added as necessary and will become a part of this policy.

It is the purpose of this list of guidelines to ensure that all persons who use WCSD technology resources, both students and employees, use these valuable resources in an appropriate manner.

TERMS OF THE REQUIRED USE AND INTERNET SAFETY POLICY

Specifically, the student:

- Will adhere to these guidelines each time the Internet is used at home and school.
- Will make available for inspection by an administrator or teacher upon request any messages or files sent or received at any Internet location. Files stored and information accessed, downloaded, or transferred on district-owned technology are not private.
- Will use appropriate language in all communications, avoiding profanity, obscenity, and offensive or inflammatory speech.
- Understands that Cyber Bullying such as personal attacks and/or threats on/against anyone made while using district owned technology to access the Internet or local school networks, is to be reported to responsible school personnel. Rules of netiquette should be followed conducting oneself in a responsible, ethical and polite manner.
- Will follow copyright laws and should only download/import music or other files to a district owned technology that he/she is authorized or legally permitted to reproduce, or for which he/she has the copyright.
- Will never reveal identifying information, files, or communications to others through email or post to the Internet.
- Will not attempt to access networks and other technologies beyond the point of authorized access. This includes attempts to use another person’s account and/or password.
- Will not share passwords or attempt to discover passwords. Sharing a password could make you liable if problems arise with its use and make you subject to disciplinary action.
- Will not tamper with computer hardware or software, attempt unauthorized entry into computers, or vandalize or destroy computing devices or computer files. Damage to computing devices may result in felony criminal charges.
- Will not attempt to override, bypass, or otherwise change the Internet filtering software or other network configurations.
- Will not make use of materials or attempt to locate materials that are unacceptable in a school setting. This includes, but is not limited to, pornographic, obscene, graphically violent or vulgar images, sounds, music, language, video, or other materials. The criteria for acceptability is
demonstrated in the types of material made available to students by administrators, teachers, and the school media center. Specifically, all district owned technologies should be free at all times of any pornographic, obscene, graphically violent or vulgar images, sounds, music, language, video or other materials (files).

- Will keep computing devices secure and damage free. Each device is issued with a protective case. The student is allowed to upgrade the case. If they choose to do this, they must turn in the case provided by the system to the Media Center.
- Will back up data and other important files regularly. WCSD will at times maintain the devices by imaging. All files not backed up to server storage space or other storage media will be deleted during these processes. Students and staff are ultimately responsible for backing up all personal files on their own storage media.

Follow these general guidelines:

- Do not loan your device, charger, cords or any other device related items.
- Do not leave the device in vehicle.
- Do not leave your device unattended.
- Do not eat or drink while using the device or have food or drinks in close proximity to the device.
- Do not allow pets near your device.
- Do not place the device in floor or in sitting area such as couches or chairs.
- Do not leave the device near table or desk edges.
- Do not stack objects on top of your device.
- Do not leave the device outside or use near water such as a pool.
- Do not check the device as luggage at the airport.
- Devices must remain in system or student provided case at all times.
- Devices should be securely stored and not in use when walking in the hall.
Walton County School District

eSMART - Student iPad Protection Plan 2014-2015

Walton County School District is implementing a $25/year student optional (take home) protection plan for the eSMART initiative being implemented for the 2014-2015 school year. Although the iPads belong to the school, students who purchase the protection plan will be allowed to take their iPads home to personalize by loading music, pictures, videos, etc. (All downloads to the iPad must abide by the Acceptable Use Policy). Without the protection plan, students will not be allowed to take an iPad home, but they may borrow one while on campus. Below is the repair and replacement schedule for those students who pay for the protection plan:

<table>
<thead>
<tr>
<th>Instance</th>
<th>Cost</th>
<th>Discipline</th>
</tr>
</thead>
<tbody>
<tr>
<td>First time iPad is broken</td>
<td>$25 charge or cost of repair, whichever amount is less</td>
<td>Referral to administration if negligence is suspected. Referral to law enforcement if necessary.</td>
</tr>
<tr>
<td>Second time iPad is broken (no matter the year)</td>
<td>$150 charge or cost of repair, whichever amount is less</td>
<td>Referral to administration for possible discipline. Referral to law enforcement if necessary.</td>
</tr>
<tr>
<td>Third time iPad is broken (no matter the year)</td>
<td>$300 charge or cost of repair, whichever amount is less</td>
<td>Referral to administration for possible discipline. Referral to law enforcement if necessary.</td>
</tr>
</tbody>
</table>

***Loss of functionality will dictate a repair or replacement at the discretion of WCSD personnel. Broken or cracked screens are not causes for repair/replacement if the device is still functioning.***

Students without the protection plan will be responsible for the full amount of repair or replacement if the iPad is damaged or lost, just as with any other property of the school. The student will also be referred to the administration for possible discipline or referral to law enforcement if necessary.

Students who lose the iPad, have the iPad stolen while in their possession, or willfully damage the device, regardless of purchasing the protection plan, will be responsible for the full cost of replacing the iPad.