



iPad Handbook of Procedures and Information (Grades K-4)

Receiving Your iPad

The iPads will be distributed during “iPad Rollout” in each elementary building. Students in grades K-4 will be assigned an iPad that will be kept at school.

Care of Your iPad

The iPad is school property and all users will follow this policy and the HCSD Acceptable Use Policy for Technology. Students are responsible for the general care of the iPad they have been issued by the school. Any iPad that is broken or fails to work properly must be taken to the student helpdesk in the Media Center for an evaluation of the equipment.

General Care

As recommended by Apple, use only a soft, lint-free microfiber cloth to clean the screen. Avoid getting moisture in openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad.

- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the HCSD.
- Students may decorate the case provided it does not cover the window on back.
- Excessive pressure on the iPad screen may cause damage. Avoid leaning on top of the iPad or placing anything on top of it.
- To prevent damage, an iPad should not be near food and drink.
- Keep iPads out of extreme temperatures, away from hot or cold surfaces, and away from water or dampness.
- The iPad is provided for the sole use of the student to which it is assigned. Do not loan out the iPad, charger/sync cable, or cover to other individuals.
- Keep the iPad off the floor where it could be stepped on or tripped over.
- Do not disassemble or attempt to do any physical repairs to the iPad.

Technology Support

Technology support for iPads will be available during the school day in each classroom. Additional support is available in the Media Center.

Carrying iPads

Students are required to keep the iPad in the supplied protective cover.

PERSONALIZATION

Screensavers/Background Photos

Students will have the ability to customize their iPad (screen background). **You may personalize your lock screen and home screen with appropriate media.**

The presence of guns, weapons, alcohol, drug and gang-related symbols or pictures are not permitted per school/district policies unless related to academic purposes. The presence of pornographic materials or inappropriate language is not permitted per school/district policies. You are required to passcode protect your

iPad and keep the passcode confidential. At any time, a school administrator may request your passcode to access this district-owned device.

Personal Apps

Students in grades K-8 may install apps from the Filewave App Portal on their iPad. HCSD will, within reason, provide configuration settings that will not allow inappropriate content/apps/music to be installed on the iPad. If storage space becomes an issue on student iPads, student music, photos, and apps will need to be deleted.

USING YOUR IPAD

Protecting Your Data and Files

It is recommended that students regularly back up data to the cloud storage provided by the school. Syncing a device and/or backing up a device regularly will allow the restoration of all data. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

Files stored on any student iPad are not to be considered as private. HCSD officials may review all files and communications at any time to ensure appropriate use of the iPad.

Students are responsible for the appropriateness of all files, data, and internet history on their iPad. Do not take photos or video of other students or staff without their permission. The possessing, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden. Do not access another individual's materials, information, or files without permission.

Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Appropriate music is allowed on the iPad. Ear buds/headphones are the responsibility of the student and will only be permitted before or after school or during lunchtime in the cafeteria. Ear buds/headphones may be used in the classroom based only upon individual teacher approval.

Acceptable Use

The use of the Hilliard City School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by HCSD is not transferrable or extendible by students to other people or groups (such as siblings) and terminates when a student is no longer enrolled in the 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 policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. The Hilliard City School District's Student Code of Conduct shall be applied to student infractions.

Students may not jailbreak, modify, or in any other way tamper with the iPad's operating system (iOS). Removing any or all installed Profiles is strictly forbidden.

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

Students will be responsible for the entire cost of repairs or replacement of iPads that are intentionally damaged, stolen, or lost. An iPad that is stolen must be reported immediately to the Media Center. The administration, technology department, and/or the appropriate police agency will conduct a full investigation and report.

PROTECTING AND STORING THE IPAD COMPUTER

iPad Identification

Student iPads will be labeled in the manner specified by the school. iPads can be identified based on serial number. Students are not to remove their iPad's identifying labels or markings.

Storing Your iPad

Students must store their iPads in their classroom iPad cart when not in use.

REPAIRING OR REPLACING YOUR IPAD/COST OF REPAIRS

Hilliard City School District recognizes that with the implementation of the iPad initiative there is a need to protect the investment by both the District and the student/parent. Therefore, we have set the following guidelines in place.

Damage/Loss

Students are to take their iPad to the Student Helpdesk in the Media Center if they experience any technical problems. If it cannot be fixed at that time, a loaner iPad may be issued if available. All iPad policy agreements remain in effect for the loaner iPad.

If an iPad is missing, stolen or damaged, please report it to the Media Center immediately. The claim will be investigated further by the school district and/or the appropriate police agency.

Price of All 4 Parts

- iPad: \$270
- iPad Case: \$20
- Charger: \$20
- Cable: \$20