



# North Mahaska Jr/Sr High School



## **Mission and Rationale**

The mission of 1 to 1 Technology in the North Mahaska School District is to prepare students to be college and/or career ready. This pursuit supports the overall mission of North Mahaska Community Schools to prepare students to be positive, productive citizens, with the passion and skills for lifelong learning. As we have entered the 21st century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future. The individual use of mobile devices is a way to empower students to learn at their full potential.

The North Mahaska School District purchases and owns all iPads and will distribute them to students to use for educational purposes during the academic year. As long as students follow the expectations set forth in this handbook, follow the District's Technology Usage Policies and Procedures, and sign and submit necessary fees and forms, students in grades 7-12 will be allowed to take their assigned iPad home. At the end of the school year, or if students leave our school district, their iPad will be collected, inspected, updated, and maintained by the North Mahaska School District technology staff with the support of Infrastructure Technology Solutions. Students are responsible for ensuring the care of the equipment entrusted to them. Students will receive an iPad, charger, and protective case. Proper care and expectations for all items are covered in this handbook.

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# 1. RECEIVING YOUR iPad

## Issuing iPad

- All students in grades 7-12, with proper paperwork on file, will be issued an iPad at the start of each school year for educational use in school and at home. Parents/Guardians and students need to sign the North Mahaska iPad Use and Liability Agreement located at the end of this handbook. The iPad will be handed out within the first week of school. iPads will be handed out starting with seniors, juniors, and so on.
  - Along with the iPad, students will receive a keyboard case and Logitech crayon for use on the iPad. From this point forward, any mention of iPad should also include the keyboard case and Logitech crayon
- **\*Note:** NMHS administrative staff and faculty retain the right to collect and/or inspect iPads at any time, including via electronic remote access, and to alter, add or delete installed software or hardware. iPads will be collected at the end of the school year and then re-distributed at the beginning of the next school year.

## 2. TAKING CARE OF YOUR iPad

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken, or fail to work properly, need to be taken to the Jr/Sr Office as soon as possible so that they can be evaluated by the technology department personnel. Do not take district-owned iPads to an outside computer service for any type of repairs or maintenance.

### General Precautions

- Students are responsible for completely charging his/her iPads at home for use each school day. *\*If students/parents would rather have the iPads stay at school, students should bring the iPads to the Jr/Sr High Office to charge on the cart provided.*
- All iPads should remain in the school-issued protective keyboard case. Avoid setting the iPad on the edges of desks or tables where they can easily be knocked off and damaged.
- Do not place them on the floor or in aisles where they can be stepped on and broken.
- No food or drink should be next to your iPad while it is in use.
- Cords and cables must be inserted carefully into the iPad.
- iPads must remain free of writing, drawing, stickers, tape, labels, or covers of any kind.
- iPads and chargers must have a North Mahaska Asset Tag on them at all times and this tag must not be removed or altered in any way. If the tag comes off accidentally, please bring the iPad/Charger to the Jr/Sr High Office.
- iPads should never be left in an unlocked car or any unsupervised area.
- Do not leave the iPads in extreme temperatures, for instance in direct sunlight or in a car during winter or summer.
- iPads should never be used in restrooms or locker rooms.

## **Screen Care**

The iPad screens can be damaged if subjected to rough treatment.

- Do not poke the screen with anything that will mark or scratch the screen surface.
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- If you feel that you need to use a liquid to clean the screen, please see the office for cleaning wipes which are designed for technology screens.

## **3. USING YOUR iPad AT SCHOOL**

### ***Charging your iPad***

iPads are intended for use during each school day. The expectation is that you will bring your iPad to school daily, and it will be fully charged at the beginning of each school day.

***Chargers should not be brought to school. They can easily be mixed up with other students' chargers.*** They are not needed at school as all iPads are to be brought to school fully charged. A fully charged iPad should have enough battery life to easily last the entire day. Charging your iPad is to be done at home! Students with uncharged iPads might be without technology for that day.

### ***iPads in the Classroom***

Students are expected to bring their iPads to all classes unless specifically advised not to do so by their teacher.

### ***Storing Your iPads***

When students are not taking their iPads to a class, they should be stored in a safe, secure location. Students are highly encouraged to purchase a padlock for P.E. lockers if they choose to store their iPads in that location.

### ***Backgrounds and Passwords***

Inappropriate media may not be used as a screensaver or background. The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, or pictures is not permitted and will result in disciplinary action. Take care to protect your passwords. Do not share your passwords.

### ***Sound***

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones may be used at the discretion of the teacher.

### ***Printing***

If printing is necessary, students may use network printers (with the teacher's permission) during class or breaks. It is highly encouraged that students and staff use digital sharing options whenever possible to reduce printing expenses.

## ***Account Access***

Students should safeguard their usernames and passwords for their iPad, email, and PowerSchool logins. If a student loses or forgets his/her password for any of these accounts, they should notify the Jr/Sr office.

# **4. USING YOUR iPad AT HOME**

## ***Trying to Bypass iPad Security***

Security, web filtering, and classroom monitoring software have been installed to monitor and protect the students. Any evidence of attempting to circumvent the firewall or bypass these security systems, in or out of school, will result in disciplinary action.

## ***Leaving iPad at Home***

If students leave their iPad at home, they will be allowed to contact their parents/guardians to bring it to school as long as this is done before school or during their lunchtime. Students will not be allowed to miss class to call home and have their iPad brought to school. The expectation is that all students will bring their iPad to school every day.

## ***Charger/Power Cord***

The power cord/charger should remain at home. Charge the device fully each night.

## ***Adult Monitoring***

Use the device in a common room of the home where adults can monitor use.

## ***Storage***

Store the iPad on a desk or table, never on the floor where it can be stepped on! Also, avoid countertops or any spaces where liquid could spill on or around the device.

## ***Protecting the iPad***

Protect the iPad from extreme heat or cold, food and drinks, small children, and pets.

## ***Stolen iPad***

Do not leave the device in an unattended vehicle or unsupervised area for any reason. In case of theft, an official police report will be required.

# **5. PARENT/GUARDIAN RESPONSIBILITIES**

## ***Content Filtering at Home***

The North Mahaska Community School District utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All iPads, regardless of physical location (in or out of school), will have all Internet activity protected, logged, and monitored by the district. This filtering is very good, however, it is not perfect.

We ask that parents and guardians monitor their child's Internet activity as an additional precaution. It is advisable that parents establish some ground rules on the use of the iPad at home, ie. when and where to use the iPad, acceptable vs. unacceptable activities on the iPad, etc. If an educationally valuable site is blocked, students should contact their teachers to request the site to be unblocked. Any evidence of attempting to circumvent the firewall, in or out of school, will result in disciplinary action.

### ***North Mahaska iPad Use and Liability Agreement***

All Parents/Guardians and students are required to sign the North Mahaska iPad Use and Liability Agreement. (Located at the end of this handbook.)

### ***End of Year***

iPads will be collected and inventoried at the end of each school year. Students will not have use of the iPad over the summer. Exceptions permitting iPad use over the summer will be subject to administrative approval.

## **6. iPads UNDER REPAIR**

Students will bring their iPad that is in need of repair to the high school office. If available, the student will receive a loaner iPad while theirs is being repaired.

### ***Loaner iPads***

Loaner iPads will be issued to students when it is determined by the technology staff that the device must be sent in for repair.

### ***Damages to Loaner iPads***

Students using loaner iPads will be responsible for intentional or malicious damage to the device. Students are also responsible for damages due to a lack of common sense care. Examples: leaving the iPad on the floor and it gets stepped on, closing the lid with earbuds on the keyboard, resulting in broken screens.

### ***Contacting the Student***

The student will be contacted by the office when their device is repaired and available to be picked up.

### ***Fees and Fines***

All fees and fines will be charged to the student account and recorded in PowerSchool. Fees can be paid to the High School secretary.

## **7. ESTIMATED REPAIR/REPLACEMENT COSTS**

### ***Manufacturer Warranty***



The manufacturer warrants the iPad from defects in materials and workmanship for one year. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair the iPad. The one-year warranty does not provide a warranty for damage caused by misuse, abuse, accidents, or viruses. Please report all iPad problems to the high school office.

### ***Estimated Costs for Non-Warranted Repairs***

If students intentionally or maliciously damage their iPad, or their iPad is damaged as a result of negligence, they may be charged for the following damages or replacement costs:

Generation 8 iPad replacement	\$299
Apple charging brick	\$19
Apple charging cable	\$19
Logitech Keyboard case	\$99
Logitech crayon	\$50
Asset Tag Sticker	\$5

Note: These are only estimates. Actual costs will vary based on the amount of damage. All repairs and assessed fees will be handled on a per-case basis after evaluation by the Technology Department.

### ***Insurance***

The North Mahaska School District does not offer insurance for iPad damage or repairs, however, students or parents may wish to carry their own personal insurance to protect the iPad in cases of theft, loss, or accidental damage by fire. Please consult with your insurance agent for details about your personal coverage of the iPad.

## **8. TECHNOLOGY BEHAVIORS**

Most tech-related behavior violations are equivalent to “traditional” classroom violations.

### ***Leaving the iPad at Home***

Leaving your device at home is equivalent to leaving your textbook or school supplies at home.

### ***Plagiarism***

Cutting and pasting without citing sources or putting them into your own words is equivalent to plagiarism.

### ***Cyberbullying***

Cyberbullying is equivalent to bullying or harassment and will not be tolerated.

### ***Damage to the iPad***

Damaging or defacing the iPad or accessories is equivalent to vandalism or property damage.

## **9. OPERATING SYSTEM ON YOUR iPad**

### ***Updating your iPad***

Students will receive a notification from the IT department when the operating system is ready to update, along with instructions for completion.

### ***Virus Protection & Additional Software***

The iPad is built with layers of protection against malware and security attacks. Also, since files are stored in the cloud, there is no need to worry about losing online assignments or documents. Do not attempt to install additional virus protection on your machine.

### ***Procedures for Restoring your iPad***

If your iPad needs technical support for the operating system, all support will be handled by the North Mahaska Technology Department and Infrastructure Technology Solutions (ITS).

### ***Software Installation***

Students will not have access to the app store but will have access to apps pre-selected by school staff that may be downloaded and removed as needed. This will be done through an app called Mosyle Manager. For example, you might want a graphing calculator for the first semester, but delete it when you enroll in a different class in the second semester. These apps are found in the Mosyle Manager self-service app. Students can request additional apps for educational use through their classroom teachers.

## **10. ACCEPTABLE USE GUIDELINES**

### ***Acceptable Use Policy***

Use of school-issued iPad is subject to North Mahaska School District's Acceptable Use Policies (AUPs) and their guidelines. Board Policy 605.6R1 in particular applies to student acceptable use. The school's network, domains, and computing devices are to be used solely for educational purposes. School-issued iPads are not to be used for things such as social networking, commercial transactions, or malicious intent. Students will have access to electronic media and communication in support of education and research and in support of the educational goals and objectives of North Mahaska Community School District.

### ***Ethical and Educational Use***

Students are responsible for their ethical and educational use of the technology resources of the North Mahaska School District.

- Access to North Mahaska School District technology resources is a privilege and not a right. Each student will be required to follow the Acceptable Use Policy.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and iPad viruses.

- Any attempt to alter data, the configuration of an iPad, or the files of another user, without the consent of the individual, building administrator, or technology department, will be considered an act of vandalism and subject to disciplinary action in accordance with this technology handbook and other applicable school policies.

## ***Privacy and Safety***

- Do not use chat rooms or send chain letters without permission. If applicable, teachers may create groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you without permission.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password, or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential as all iPad equipment is the property of the North Mahaska School District.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and inform the teacher.

## ***Legal Property***

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student policy. 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.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

## ***E-mail/Electronic Communication***

- Always use appropriate and proper language in your communication.
- Do not transmit language/material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- Communications sent/received should be related to educational needs.
- Communications are subject to inspection by the school at any time.

## ***Consequences***

- The student in whose name a system account and/or iPad hardware is issued will be responsible at all times for its appropriate use.
- Non-compliance with the policies of this document or North Mahaska's Acceptable Use Policies (AUP), will result in disciplinary action.
- The district cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

## **11. RETURNING YOUR iPad**

### ***Year-End Turn In***

All district-owned iPads and accessories must be returned at the end of the school year. Details and procedures related to the return will be shared with students and parents as the school year draws to an end. The North Mahaska Technology Department and ITS will inventory, evaluate and prepare the iPads for the next school year.

### ***Not Returning the iPad***

A student that does not return a district-owned iPad and accessories will be charged a replacement cost of \$500.

### ***Students Leaving the District Early***

Students leaving the district prior to the official end of the school year are expected to return their iPad and accessories to the HS office. Any iPad not returned will be considered stolen property and law enforcement agencies will be notified.

## **12. FREQUENTLY ASKED QUESTIONS**

### **Q: Do I have to use an iPad for school or can I go without an iPad?**

*A: We expect these devices to be brought to school each day, as they are fundamental learning tools used for different types of instructional strategies and activities that are being employed within the North Mahaska School District. Students will need to charge their device overnight so that it is fully charged at the beginning of the day.*

### **Q: Can I bring my own computer to school to use?**

*A: No, we ask that students use the school-issued iPad while at school.*

### **Q: Can I use the iPad during the summer break?**

*A: No. The iPads will be collected at the end of each school year.*

### **Q: Does the school offer insurance against theft or breakage?**

*A: No. However students or parents may wish to carry their own personal insurance.*

### **Q: What if my iPad doesn't work when I arrive at school?**

*A: Go to the HS office and they will help you with the process.*

### **Q: What will I do without an iPad if my iPad is being repaired?**

*A: Students will be provided with an iPad "loaner" to be used until theirs is repaired.*

### **Q: Does the North Mahaska School District provide maintenance on my iPad?**

*A: Yes, the District will provide “basic” maintenance through ITS. However things like cracked screens, broken keyboards and crayons will have to be outsourced for repair. Students may be charged for these damages. (See section 7 in this handbook.)*

**Q: Can I print at school and/or home from the iPad?**

*A: iPads are able to print to any AirPrint compatible printer.*

**Q: How can I connect to the Internet at home? Do I need a modem?**

*A: You will need a contract with a local ISP (Internet Service Provider). They will supply you with the necessary equipment and configuration.*

**Q: What if I don’t have the Internet at home? Can I still use the iPad?**

*A: Yes if you are using basic applications. No, if you are trying to access a specific website. Google Docs allows the user to work in offline mode so students can complete classwork at home, even without internet access. Files are saved locally to the iPad, then automatically updated the next time a wireless connection is detected. So a student can start a project at school and finish it at home, even without an Internet connection. When the student returns to school the next day, anything he or she worked on at home will be automatically updated to their Google Drive as soon as their iPad joins the school network.*

**Q: How do I backup files on my iPad?**

*A: Students will receive a managed Apple ID and access to a managed iCloud account for backup. Some apps will also have an option to use Google Drive for backup. Students will receive instruction on how to backup important app data.*

**Q: Are the iPads subject to school “snooping”; what if an iPad is in for repairs and “objectionable” information or websites are detected?**

*A: Remember, all iPads and school-issued NM email accounts are property of the North Mahaska School District and all inappropriate material on iPads should be reported to the classroom teacher, the principal, or the Technology Department immediately upon identification. Students who have “objectionable data” on their iPad, but have failed or chosen not to report it, will be referred to the Principal’s Office and disciplinary action may be taken.*

**Q: If my case or charger is lost or stolen, do I have to replace them? If so, how much will it cost to replace them?**

*A: Yes, see section 7 in this handbook.*

**Q: What has the school done to help prevent students from going to inappropriate sites?**

*A: The District has purchased software that is designed to help monitor all Internet sites that students attempt to access. This software blocks inappropriate sites and also logs a history of every site that each user opens. It also sends a notification to school officials.*

*Students who attempt to access inappropriate sites will be directed to the Principal's Office for disciplinary action.*

**Q: Will I be given a new battery if mine goes bad?**

*A: The battery will be replaced by the manufacturer for defects if it is within the 1-year warranty period. We anticipate battery life to exceed the 6 years that a student will have the iPad. Responsibilities include charging your battery nightly and proper battery maintenance.*

## **Parent Tips for Student Use of the iPad at Home**

Each student having their own dedicated iPad both at school and at home is a change that adults have to help a child manage. Here are some tips and ideas that can help parents with this change to create effective learning time and space at home while online.

**The parent is in charge.**

- Set rules and expectations for iPad use at home.
- Expect that screens will be open where you can see them.
- Designate times and locations in the house for iPad use.
- Require work to be done in an area where you can check in on your student's progress.
- Create times when the device can only be used for school work and if or when it can be used for recreational activities.

**Talk with your child.**

- About what they are doing online and have them show you what they do and where they go online.
- Ask them to show you how they use the iPad for school work and for fun.
- Talk about social boundaries and sharing too much information online.
- Set expectations for appropriate use and the types of websites and social networks that are appropriate for use at home.

**Communicate with the teacher.**

- If you are concerned that your child is accurately reporting what they are using the iPad for, or about anything related to classroom activities.
- Keep a line of communication open for questions or concerns.

**Consider the “paper equivalent” in difficult computing situations.**

- How would you handle the off-task or inappropriate activity if it happened with pencil and paper instead of on an iPad?
- What are your expectations concerning technology and computing, and do they mirror those expectations for respect and proper behavior at home?
- Often the solutions for “digital problems” are the same as they were for similar “analog problem” or “on paper” situations.

**Determine consequences for inappropriate behavior.**

- Discuss inappropriate behavior.
- Hold your child accountable for poor decisions.
- Limit recreational iPad and/or phone time.
- Have them turn over their devices or reset wireless passwords at home until inappropriate behaviors change.

### **Using Internet filters at home.**

- Teaching appropriate use is more important than filtering.
- The most important step you can take is establishing expectations around appropriate use on the web and help your child develop an ***internal*** filter.

# North Mahaska Community School District

## North Mahaska iPad Use and Liability Agreement 2022-2023

### **Student:**

As a user of a North Mahaska Community School District iPad, I hereby agree to comply with the guidelines and rules of the 1 to 1 iPad Initiative Technology Handbook. I further understand that should I intentionally or maliciously commit any violation, my access privileges may be revoked and appropriate school disciplinary action will be taken. In consideration of using the District's iPad, I hereby release North Mahaska Community Schools and its Board members, employees, and agents from any claims and damages arising from my use or inability to use the iPad.

Grade Level      7      8      9      10      11      12  
Please Circle

\_\_\_\_\_

Student Name

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

### **Parent/Guardian:**

As the parent/guardian of the above student, I have read the 1 to 1 iPad Initiative Technology Handbook. I understand that the use of the iPad is designed for educational purposes and that the North Mahaska Community School District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, from any harm caused by materials or software obtained via the iPad. I understand that my child may be held accountable for intentional or malicious violations. I accept responsibility for guidance on using the iPad - setting and conveying standards for my child to follow when selecting, sharing, or exploring information and media. I have discussed the terms of this Agreement with my child.

I agree to the policy set forth in this document regarding the repair or replacement of the North Mahaska Community School District-provided iPad for my child. I understand that while some things are covered by warranty for a limited time, there are things outside of the warranty that may make it necessary to repair or replace the device. I understand that I may be charged for repairs to the iPad if my child damages their iPad intentionally or maliciously or due to a lack of common sense technology care. (Refer to section 7 in the iPad Handbook.) If there is theft, vandalism, or other malicious damage caused by another, I agree to file a police report.

### ***Please Sign Below:***

I have read the attached Handbook and agree to support my child in following the guidelines for using a North Mahaska Community School District iPad at home and at school.

\_\_\_\_\_

Parent Name (Please print)

\_\_\_\_\_

Date

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Phone