

# iPad Handbook (6-12)

## Receiving the iPad

Parents & students must complete all forms within Final Forms, which includes the Galion City Schools' Acceptable Use Policy, before the student can receive their assigned iPad. Each new enrolled student will receive a bag to transport the iPad. All returning students are expected to bring their bag with them in order to receive their iPad & charger. Replacement bags and replacement chargers may be purchased from the Technology Department as necessary throughout the school year.

iPads will be deployed in conjunction with the High School's orientation/schedule pick up times and the Middle School's Open House for 7th & 8th grades. iPads will be distributed to 6th grade during the first week of school and will receive instruction and assistance in completing Final Forms. The 6th grade iPads will remain in the student's homeroom throughout the first grading period.

## Your iPad

The iPad is school property and all users will follow this policy and the GCSD 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 reported to the Technology Department.

## 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 and the covers/cases must remain free of any writing, drawing, stickers, or labels that are not the property of the GCSD.
- 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 or drink.
- Keep iPads out of extreme temperatures, away from hot or cold surfaces, and away from water or damp environments
- The iPad is provided for the sole use of the student to which it is assigned. Do not loan out the iPad, charger/cable, or cover to other individuals.
- Keep the iPad off the floor where it could be stepped on or tripped over.
- Do not remove the iPad from its cover/case.
- Do not disassemble or attempt to do any physical repairs to the iPad.

## Personalization

Students will have the ability to customize their iPad (screen background). **You may personalize the 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. The presence of pornographic materials or inappropriate language is not permitted per school/district policies.

## Student Files & Privacy

It is recommended that students create a passcode for their iPad to prevent others from accessing content on the iPad. Your passcode and account passwords should be kept private and never shared

with friends. It is also recommended that students upload files they want to save to their Google Drive account. This is cloud-based, which will allow students to access these files from any device at any time. This will also prevent storage issues on the iPad.

- Files on the iPad or in the student's Google Drive account are not considered private. GCSD officials may review all files and communication 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 videos 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.

### **Apps**

Students may install apps from the Self-Service app on their iPad. These apps in Self Service are selected and approved by the Technology Department. Ability to install apps outside of Self-Service has been disabled. Attempting to reconfigure this is prohibited as noted below in Acceptable Use. If storage space becomes an issue on student iPads, music, photos/videos, and apps will need to be deleted.

### **Sound**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earbuds/headphones are the responsibility of the student. Appropriate music is allowed on the iPad based only upon individual teacher approval, but ***never during instructional time in the classroom.***

### **Acceptable Use**

The use of the Galion City School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by GCSD is not transferable 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 portion of this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. The Galion City School District's discipline plan shall be applied to student infractions.

- Students may not jailbreak, modify, or in any other way tamper with the iPad's operating system (iPadOS). Students may not tamper with or attempt to circumvent the management profile/system.
- 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 Technology Department. The administration, technology department, and/or the appropriate police agency will conduct a full investigation and report.

### **Protecting and Transporting the iPad**

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 or tamper with their iPad's identifying labels or markings.

Students should never leave their iPad unattended or in a public area. iPads should always be transported to and from the school and between classes in the bag that has been provided. This bag, the iPad, and charger should be kept in a safe and secure location while at home and not in use. This includes **being** away from siblings and/or pets.

If an iPad becomes missing, stolen or damaged, while at home, it must be reported to the Technology Department immediately by calling 419-468-3134 ext 11012. The claim will be investigated further by the school district and/or the appropriate police agency.

### **Technology Support**

Students are responsible for reporting issues to the Technology Department. Submit a Student Helpdesk ticket <https://www.galionschools.org/departments/technology-department#Help> or email [gal-techco@galionschools.org](mailto:gal-techco@galionschools.org). In the event that a repair is needed the student will be given a replacement iPad or a temporary loaner iPad until their original can be returned. All iPad policy agreements remain in effect for the **loaned** iPad.

### **Repairing / Replacement Cost**

The Galion 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 cost guidelines in place:

- Should an iPad screen break as a result of a bump off the desk or a true accidental drop the screen will be replaced at no charge to the student.
- Should the iPad screen break as a result of negligence, or as an intentional action (slamming it, throwing, punching, stepping on, etc), the damage will be assessed by the Technology Department and both disciplinary action and cost of repair will be charged to the student.

### **Replacement Costs:**

- iPad - **\$400.00**
- iPad **Keyboard Cover - \$100.00**
- Charger \$20.00 (each piece may be replaced for \$10)
- Bump Armor Bag - \$20.00