

## **iPad Acceptable Use Regulation**

The Mamaroneck School District has purchased Apple iPads for selected students of the Mamaroneck School District. These students will be issued iPads with predetermined applications installed.

Students and parents/guardians are required to review this document, as well as sign the accompanying agreement to protect the hardware and software inherent with this technology.

Technology resources at Mamaroneck School District are provided for the purpose of supporting the educational mission of the District. The District's objective in providing the iPad is to provide an alternative mode of academic content delivery, consistent with advances in technology that facilitates resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

Use of these technologies carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the Student/Parent School Handbooks. It is understood that members of the Mamaroneck School District will use all types of computing devices and the District's network in a responsible, ethical, and legal manner at all times.

Mamaroneck School District retains sole right of ownership of the iPad and related equipment. Apple iPads will be issued to students according to the guidelines set forth in this document. Mamaroneck School District retains the right to collect and/or inspect the iPad at any time, and to alter, add, or delete installed software or hardware.

### **1. iPads**

#### **1.1 iPad Distribution**

Parents/Guardians and students must sign and return the iPad Acceptable Use Policy documents before the iPad is distributed to selected students.

#### **1.2 iPad Return**

District iPads will be returned to designated District personnel prior to the end of the school year.

**Students who graduate, transfer, withdraw, or are expelled from school during the school year, must surrender the District iPad upon termination of enrollment.**

#### **1.3 iPad Return Penalty**

Failure to return the District iPad may result in a theft report being filed with the District's local police. iPads that are stolen must be reported to District officials and to the resident's local police in a timely manner.

If a student fails to return the District iPad at the end of the school year or upon termination of enrollment at Mamaroneck School District, that student and/or parent/guardian will be subject to criminal prosecution or civil liability. The student and/or parent/guardian will also pay the replacement cost of the iPad, or any applicable insurance deductible.

Furthermore, the student and/or parent/guardian will be responsible for any damage to a District iPad, consistent with the District's iPad Protection Plan. The student and/or parent/guardian will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

## **2. TAKING CARE OF THE IPAD**

Students are responsible for the general care of the iPad they have been issued by the District. iPads that are broken or fail to work properly must be taken to the respective building Technology Coordinator for an evaluation of the equipment.

### **2.1 General Precautions**

- A District iPad is school property and all users will follow these regulations and the Mamaroneck School District Email and Electronic Communications and Internet Policy (Policy 4526) and Information and Communication Technology Acceptable Use Policy Regulations (4526-R) for technology.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- District iPads must remain free of any writing, drawing, stickers, or labels that are not the property of Mamaroneck School District.
- iPads, when not in the student's possession must always be stored in a secured location.

### **2.2 iPad Care**

Students will be responsible for protecting the iPad from damage and provide suitable means for carrying and storing the device within school and outside the school day. The guidelines below should be followed:

- Avoid placing pressure and/or weight (such as folders and workbooks) on the iPad screen.
- The iPad should only be used in a safe environment and not while the user is walking, driving or involved in any activity that may put the iPad or user at risk of being damaged or injured respectively.

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

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, planners, calendars, and schedules may be accessed using the iPad. Students are responsible for bringing their iPads to school **fully charged** unless specifically instructed not to do so by their building administrator.

### **3.1 iPads Left at Home**

If students leave their iPads at home, they should not expect to be issued a "loaner" iPad to use for the day. Students are responsible for completing missed course work.

### **3.2 iPad Undergoing Repair**

Loaner iPads may be issued to students when their District assigned iPads have been sent for repairs.

### **3.3 Charging iPad's Battery**

Students need to charge their iPads each evening. Charging may take more than four (4) hours.

### **3.4 Passwords**

District iPads will be password protected. During orientation, each student will choose a 4-digit password. This password may be personalized, but will be overseen through the District management solution. Students are prohibited from sharing passwords with anyone except their parents/guardians. It is suggested that personal, privately owned iPads should also be password protected.

### **3.5 Lock Screen and Home Screen**

A standard lock screen and home screen will be present on the District iPad and may be changed by the student with school appropriate graphics.

### **3.6 Photographs, Music, Games, or Programs**

The School District reserves the right to monitor all content contained on a District iPad. All content must be school appropriate. Storage space for photographs, music, videos, games, or programs will be limited. Personal photographs shall not be placed or stored on the iPad.

### **3.7 Home Internet Access**

Students are allowed to access wireless networks on their iPads while at home or outside of school. However, like at school, internet access will be filtered in accordance with the Federal Mandated Children's Internet Protection Act (CIPA). For more information please access the following site: <http://www.fcc.gov/guides/childrens-internet-protection-act>.

### **What CIPA Requires**

The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors).

Schools subject to CIPA have two additional certification requirements: 1) their Internet safety policies must include monitoring the online activities of minors; and 2) as required by the Protecting Children in the 21<sup>st</sup> Century Act, they must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

In accordance with CIPA, the District adopted Internet Safety Policy 4526 and Regulation 4526, I-R which addresses:

- (a) access by minors to inappropriate matter on the Internet;
- (b) the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
- (c) unauthorized access, including so-called "hacking" and other unlawful activities by minors online;
- (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- (e) measures restricting minors' access to materials harmful to them.

## **4. MANAGING FILES AND SAVING WORK**

### **4.1 Saving Work on the iPad**

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Students will be instructed how to save work. iPad malfunctions are not an acceptable excuse for not submitting work; therefore, students should back up all work.

### **4.2 Network Connectivity**

Mamaroneck School District will make every effort to provide a quality, highly available District wireless network.

## **5. SOFTWARE ON iPads**

### **5.1 Originally Installed Software and Updates**

Mamaroneck School District will synchronize all District iPads to contain the necessary applications (Apps) for schoolwork. The software/Apps originally installed by Mamaroneck School District must remain on the iPad in a usable condition and be easily accessible at all times. When necessary, the school may add, modify, or update software applications for use in a particular course.

Current management software will monitor iPads and the content therein.

### **5.2 Inspection**

Students may be required to provide their iPad for inspection by School District personnel.

### **5.3 Procedure for Re-loading Software**

If technical difficulties occur, 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 and re-image. If illegal software is the cause of the difficulty or is discovered, the student's use of the iPad may be restricted. Alternative educational opportunities may also be considered.

## **6. ACCEPTABLE USE**

A student's use of technology resources provided by the District is not transferable, nor is it extended to individuals or groups outside the District and terminates when a student is no longer enrolled within the Mamaroneck School 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, access to the District's technology resources may be restricted. Consequences enumerated in the District's Email and Electronic Communications and Internet Policy (Policy 4526), Information and Communication Technology Acceptable Use Policy Regulation (Regulation 4526-R) and Code of Conduct (Policy 5300) shall be applied to student infractions.

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

### **6.1 Parent/Guardian Responsibilities**

Parents/Guardians should talk to their children about rights and responsibilities for use of technology and the standards that students should follow on the use of the internet, just as they would regarding the use of all media information sources such as television, telephones, movies, and radio.

### **6.2 School Responsibilities are to:**

- Provide Internet and email access to its students on campus.
- Provide data storage areas. These areas will be treated by the District similar to school lockers. Mamaroneck School District reserves the right to review, monitor, and restrict information stored on, or transmitted via, Mamaroneck School District owned, leased or rented equipment. The District will investigate inappropriate use of technology resources.
- Provide staff guidance to help ensure student compliance of the iPad Acceptable Use Regulation.

**6.3 Student Responsibilities are to:**

- Use iPads in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to iPad use.
- Report a lost, stolen, or damaged iPad immediately.
- Monitor all activity on the account(s).
- Turn off and secure the iPads after work is finished.
- Inform a teacher or administrator of any electronic communication containing inappropriate or abusive language or subject matter that is questionable.

**6.4 Student Activities Strictly Prohibited:**

- Any action that violates existing School policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, harassing, discriminatory, pornographic, obscene, or sexually explicit materials.
- Changing the iPad's District management settings including the District's web filter.
- Changing the name of a District iPad.
- Modifying a District or Personal iPad operating system (iOS) which also voids the iPad warranty. This is also known as "jailbreaking" and represents a security threat to the network.
- Spamming/Sending mass or inappropriate emails.
- Gaining access to other students' iPads, accounts, files, and/or data.
- Using the school's internet/email accounts for financial or commercial gain or for any illegal activity.
- Vandalizing District equipment will not be tolerated and violators will be prosecuted.

**6.4.1** If a student violates any part of this policy, the following restrictions will apply.

- 1<sup>st</sup> Offense – Student will check-in/check-out his/her iPad from the School Office daily for one (1) week. (The student will still be responsible for all assigned work.)
- 2<sup>nd</sup> Offense – Up to three (3) weeks of iPad privilege suspension. (The student will still be responsible for all assigned work.)
- 3<sup>rd</sup> Offense – Loss of iPad privileges for a length of time determined by the administration. (The student will still be responsible for all assigned work.)

## **7. PROTECTING AND STORING THE iPad**

### **7.1 iPad Identification**

District iPads will be labeled in the manner specified by the District. iPads can be identified in the following ways:

- Serial number
- Mamaroneck School District asset tag with barcode

### **7.2 Storing The iPad**

Students should take their iPads home every day after school for charging. iPads should not be stored in vehicles. During school but when not in use, the student should store the iPad in his/her locked locker.

### **7.3 iPads Left in Unsupervised Areas**

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include But are not limited to, the school grounds and campus, the lunchroom, computer lab, library, 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 School Office and the student may be subject to the aforementioned disciplinary consequences.

## **8. COST OF REPAIRS FOR INTENTIONAL DAMAGE**

Students will be held responsible for ALL intentional damage to their iPads including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Students will be charged for the actual replacement cost of lost items.

**Mamaroneck School District Student Pledge  
for iPad Use**

- I will use my iPad responsibly as described in the iPad Acceptable Use Regulation
- I understand that a District iPad is subject to inspection at any time without notice and remains the property of Mamaroneck School District.
- I will follow the regulations outlined above, as well as in the District's Email and Electronic Communications and Internet Policy (Policy 4526), Information and Communication Technology Acceptable Use Policy Regulation (Regulation 4526-R), and the Mamaroneck School District Handbook at all times while at school and at home.
- I will care for the iPad as outlined in the policy.
- I will never leave the iPad unsecured and unattended, and I am responsible for knowing the location of my iPad at all times.
- I will keep my District iPad protected at all times.
- I will password protect my iPad and never loan out my iPad or give my password to other individuals.
- I will not let anyone else use my iPad other than my teachers, administrators, or parents/guardians.
- I will charge my iPad's battery daily and arrive at school with my device charged.
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- I will clean the iPad's screen with a soft, antistatic cloth only, using no cleaners.
- I will not disassemble any part of my District iPad or attempt any repairs.
- I will not use stickers, markers, etc., on a District iPad or iPad cover or do anything to permanently alter the iPad.
- I will not remove or deface the serial number or other identification on any District iPad.
- I will cooperate in the filing of a police report in case of theft, vandalism, and other acts covered by insurance and inform my building administrators.
- I will be responsible for all damage to, or loss of the iPad caused by neglect or abuse.
- I agree to return the District iPad, case, and power cords in good working condition.

Date: \_\_\_\_\_ Student Signature: \_\_\_\_\_

**Mamaroneck School District  
iPad Acceptable Use  
Regulation Parent/Guardian  
Form**

I hereby individually and on behalf of my child, waive and release Mamaroneck School District, the Board of Education its agents, officers and employees from any and all claims and damages of any nature arising from my child's use of, or inability to use the school technology, including but not limited to claims that may arise from the unauthorized use of the iPad.

I understand that it is impossible for Mamaroneck School District to restrict access to all controversial materials, and I will not hold the school responsible for materials accessed on the network. I hereby individually and on the behalf of my child, waive and release Mamaroneck School District, the Board of Education, its agents, officers, and employees from any and all claims and damages of any nature arising from my child's use of the iPad and materials accessed on the network or internet.

I hereby individually and on behalf of my child, also expressly waive the right to bring or pursue any complaint, lawsuit, administrative proceeding, appeal or review based on any inappropriate content that may be accessed on the iPad and/or any and all claims and damage of any nature arising from my child's use of, or inability to use school technology, including but not limited to claims that may arise from the unauthorized use of the iPad.

I accept full responsibility if and when my child's use of technology is not in the school setting and understand that my child's iPad use is subject to the same rules and agreements while not in school.

I have read and understand the School District's E-mail and Electronic Communication and Internet Policy (Policy 4526), Information and Communication Technology Acceptable Use Policy Regulations (Regulations 4526-R) and Internet Safety Policy (Policy 4526.1) and Regulations (Regulations 4526.1-R).

I have read and understand the information contained in this iPad Acceptable Use Regulation and agree to abide by the rules set forth in this document.

**I agree to the stipulations set forth in the iPad Acceptable Use Regulation.**

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (Please Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

iPad serial #: \_\_\_\_\_

School Bar Code #: \_\_\_\_\_

Date out: \_\_\_\_\_

Date in: \_\_\_\_\_

Administration Signature: \_\_\_\_\_



