

***Harrisburg South Middle School
iPad Policy, Procedures, and Information***



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July - 2018

Harrisburg South Middle School iPad Program

The focus of the iPad program at Harrisburg South Middle School is to prepare students for their future, a world of digital technology and information. In the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools of these twenty-first century students is the iPad. The individual use of iPads is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. iPads encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning.

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The policies, procedures and information within this document apply to all iPads used at Harrisburg South Middle School regardless of ownership, including any other device considered by the Principal to come under this policy.

Teachers may set additional requirements for iPad use in their classroom.

1. IPAD SPECIFICATIONS

Apple iPad Gen 5 or 6
Case
Charging Brick & Cord

2. RECEIVING YOUR IPAD

iPads will be distributed on the first day of school following an iPad expectations presentation. A student will not receive an iPad if they have a balance due for a technology item from the previous year.

Parents & students must sign and return the Device Protection Plan (Appendix F), Student Pledge for iPad Use (Appendix C), and Network Acceptable Use Policy (Appendix D) prior to receiving their iPad.

Each student will pay a **\$30 fee to Harrisburg School District** in order to participate in the iPad program. This insurance is a plan with a \$120 deductible for ANY damage to the iPad. Students will be responsible for any damage that occurs. Similar to an auto policy, accidents are still the fiscal responsibility of the student up to \$120 in repairs per incident.

Qualified families may be eligible for scholarships to cover the \$30 fee for this program. Contact the school office during summer business hours to find out more about the scholarship program. Students may also provide proof of another comparable insurance plan to replace the Harrisburg Device Protection Plan. This proof must be submitted **prior to** receiving an iPad. **Students who have been given a scholarship are still responsible for the first \$120 of any repairs or replacement.**

The Harrisburg School Issued Device Protection Plan outlines the insurance policy to protect the iPad investment for the School District. Please review the Device Protection plan (Appendix F) included in this handbook.

iPads and chargers will be collected at the end of each school year for maintenance, cleaning and software installations. Students will retain their original iPad each year while enrolled.

3. 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 must be taken to the technology Help Desk located in room C108. All maintenance is done through the Harrisburg School District.

3.1 General Precautions

- No food or drink is allowed next to your iPad while it is in use or in a backpack.
- iPad cases must remain free of any writing, drawing, stickers, or labels that are not the property of the Harrisburg School District.
- iPads should never be removed from the case.
- iPads must never be left in a car or any unsupervised area including lockers.
- Students are responsible for keeping their assigned iPad's battery charged for school each day.
- Never leave your iPad in any area exposed to extreme heat or cold, this may damage the iPad.

3.2 Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or place anything on the top of the iPad.
- Do not place anything near the iPad that could put pressure on the screen.
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

4. USING YOUR IPAD AT SCHOOL

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, emails, calendars and schedules will be accessed using the iPad. Students must bring their assigned iPad to all classes.

4.1 iPads or adaptors left at home

If students leave their assigned iPad at home, they must immediately phone parents/guardian to bring them to school. If a parent/guardian is not available, there will be a limited number of loaner Chromebooks available. The loaner Chromebook will be available for one school day, it will not be available for consecutive days. Academic loss because of this irresponsibility rests entirely with the student and is at teacher discretion.

4.2 iPads Undergoing Repair

Loaner Chromebooks may be issued to students, if available, when an assigned iPad is left for repair at the Help Desk. The loaner Chromebook must be turned in every day before leaving school. Once the student iPad is repaired, it will be returned as long as the deductible has been paid and the Chromebook is returned to the Tech Office.

4.3 Charging Your iPad's Battery

iPads must be brought to school each day in a **fully charged** condition. Students need to charge their assigned iPad each evening. **The tech office does not checkout spare chargers.** Repeat violations of this policy may result in disciplinary action listed under the consequences.

4.4 Screensavers and Wallpaper

Inappropriate media may not be used as a screensaver/wallpaper. Presence of guns, weapons, pornographic materials, inappropriate language, Alcohol, drug, gang related symbols, pictures or anything deemed inappropriate by staff will result in disciplinary actions as per Harrisburg Discipline Grid.

4.5 Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Illegally downloaded and/or explicit music and videos are prohibited.

4.6 Unacceptable Configurations or Use

No student shall attempt to override any configurations, hack, work around or make use of the iPad with any malicious intent. Immediate termination of all school device privileges will result with any malicious intent while using the iPad.

5. BACKING UP FILES

5.1 Saving Information

It is the students' responsibility to back-up their data using an online storage such as Google Drive. Data in any form on any district iPad is not private and is accessible to Harrisburg District officials at any time.

Students are completely responsible for storing data safely and securely. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

6. APPS ON iPADS

6.1 Originally Installed Apps

The apps originally installed by HSMS must remain on the iPad in usable condition and be easily accessible at all times.

The iPad is supplied with the software approved by the technology department. From time to time the school may add software applications for use in a particular course.

Additional Apps

It is the responsibility of individual students to be aware of additional apps and files loaded onto their assigned iPad. Students are responsible for maintaining the integrity of software required for facilitating academic activities.

- Any additional apps must be appropriate for the school environment and may not infringe on the productivity of the classroom setting.
- Students are responsible for ensuring that only apps that are licensed to their assigned iPad is loaded onto their iPads.
- Non-Educational games and computer images containing obscene or pornographic material are banned.

6.2 Inspection

Students' assigned iPads are subject to random inspection at any time without notice either in person or by remote software.

6.3 Procedure for re-loading software

If technical difficulties occur or illegal or unapproved software is discovered, the iPad may have to be restored. Authorized software will be reinstalled. Students may have to

reinstall apps from Self Service.

6.4 Software/App upgrades

Upgrade versions of licensed software are available from time to time. Students will be instructed and are required to upgrade their software from the school's network periodically.

7. ACCEPTABLE USE

7.1 General Guidelines

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Harrisburg School District.
- Students are responsible for the ethical, approved and educational use of the technology resources of the Harrisburg School District.
- Access to the Harrisburg School District technology resources is a privilege and not a right. Each employee, student, parent, patron or visitor accessing school district technology resources will be required to follow the use of Technology Resources Policy.
- Transmission of any material that is in violation of any Harrisburg School District, federal or state law is prohibited. This includes but is not limited to the following: confidential information, copyrighted material music downloads, threatening or obscene material, any material defaming another person, and computer viruses.
- Any attempt to alter data, the configuration of a school district device, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action. In addition, such action may be in violation of state criminal code and may be reported to law enforcement authorities.

7.2 Privacy and Safety

- Do not go into chat rooms or send chain letters without written permission of a teacher or administrator of the Harrisburg School District
- Do not open, use or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords to other people.
- Storage in any form on any district system is not private or confidential.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or an administrator immediately so that such sites can be blocked from further access. This is not a request; it is a responsibility. You will be culpable should you not report this event immediately.

7.3 Legal Propriety

- 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 the District administrator.
- Plagiarism is a violation of the Harrisburg Schools District 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 Level 3 of the Harrisburg Discipline Matrix.
- Violation of state or federal law, including the South Dakota Penal Code, Computer Crimes, can result in criminal prosecution as well as disciplinary action by the District.

7.4 E-mail

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- Students should maintain high integrity with regard to email content.
- No private chatting during class without permission from the instructor.
- Email accessed from an assigned iPad or the district system is subject to inspection by school officials at any time.

7.5 Consequences

The student in whose name a system account or computer hardware is issued will be responsible at all times for its appropriate use. Do not let other students access your iPad. Non-compliance with the policies of the iPad Handbook or Use of Technology Resources Policy will result in disciplinary action as outlined in the Discipline Grid.

Electronic mail, network usage, and all stored files are not considered confidential and may be monitored at any time by designated district staff to ensure appropriate use. The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by Harrisburg District policies and proper authorities will be given access to the content.

8. PROTECTING & STORING YOUR IPAD

8.1 iPad Identification

Student assigned iPads will be labeled in the manner specified by the school. iPads can be identified in the following ways:

- Record of serial number and HSD asset tag
- Individual User account name and password

If a label is inadvertently removed, please notify the tech office immediately for replacement.

8.2 Password Protection

Students are expected to keep their passwords and passcodes confidential.

8.3 Storing Your iPad

When students are not monitoring iPads, they should be stored in a locker or locked classroom. Nothing should be placed on top of the iPad, when stored in the locker. Students are encouraged to take their assigned iPad home every day after school, regardless of whether they are needed. Do not leave the iPad in a vehicle. Extreme weather can permanently damage iPads. Please take precautions to never leave an

iPad in an area of extreme temperature or moisture.

8.4 iPads Left in Unsupervised Areas

iPads should never be left in unsupervised areas. Unsupervised areas include but are not limited to: the school grounds and campus, the cafeteria, concourse, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any iPad left in these areas is in danger of being stolen. The Harrisburg School District is not responsible for the theft of an iPad due to the negligence of the user.

Unsupervised iPads may be confiscated by staff and taken to the Office or Tech Office. Disciplinary action may be taken for leaving your iPad in an unsupervised location.

9. REPAIRING OR REPLACING YOUR IPAD

9.1 Warranty

This coverage is purchased by the Harrisburg School District as part of the purchase price of the equipment. Apple warrants the iPads from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the iPad or iPad replacement. The warranty does not warrant against damage caused by misuse, abuse, accidents or viruses or any event deemed negligent. Please report all iPad problems to the technology Help Desk located in room C108. A \$120 deductible must be submitted for any repairs not covered by warranty. While the iPad is being repaired a student will be issued a loaner Chromebook that is to be returned daily. Chromebooks cannot go home with the student.

9.2 Accidental School District Damage Protection

A \$30 fee includes insurance that will cover most accidental mishaps. Please see Appendix F for details. The \$30 fee or proof of insurance must be submitted before an iPad is given to a student. (Scholarships for this fee are available – please make requests to the principal’s office.)

Students or parents may wish to carry their own personal insurance to protect the iPad in cases of theft, loss or accidental damage including damage by fire. Please consult with your insurance agent for details about your personal coverage of the iPad. **Proof of insurance must be submitted to the principal’s office prior to an iPad given to a student.**

9.3 Claims

All insurance claims must be reported to the Technology Help Desk. In the event of an iPad being lost or stolen students who take advantage of the Harrisburg Device Protection Plan will be required to pay the \$120 deductible to receive a replacement iPad.

Fraudulent reporting of theft, loss, or accidental damage including damage by fire will be turned over to the police and insurance company for investigation and possible prosecution. A student making a false report will also be subject to disciplinary action as outlined in Discipline Grid.

The District will work with the Lincoln/Minnehaha county sheriff’s offices to alert

pawnshops and police departments in the area to be aware of this District-owned equipment.

10. IPAD TECHNICAL SUPPORT

The Technology Help Desk is located in room C108. Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Restore iPad
- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner Chromebooks

IPAD FAQ'S

10.1 Can I use the iPad for my three years at HSMS?

Yes. While the rapid pace of computer technology guarantees that more advanced units will be available, your unit will be powerful enough for your classroom work throughout your career at HSMS. The available apps & software will be usable in upper level as well as entry level course work. As you progress through the curriculum additional software or apps may be needed.

10.2 Can I bring my own personal computer or iPad to HSMS?

No, you will be required to use the school district issued iPad for school purposes. This is necessary to ensure that you have an iPad that gives you network capability and the ability to run the apps that you will need in your courses. The Harrisburg School District is also limited to providing maintenance service or assistance for only the school issued iPads. For these reasons, other computers or iPads will not be used on the Harrisburg School District network at school.

10.3 Can I have my iPad for the summer?

No. All iPads and chargers will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their assigned iPad again in the fall to ensure that everyone receives complete information about the iPad, including its warranty, insurance coverage, software usage and HSMS's policy regarding the ethical use of iPads.

10.4 Where do I find a service technician?

You may come to the Tech Office (C108) if you have questions. If your iPad is working and connected, you can fill out a support ticket. If an issue cannot be resolved at the Tech Office, a technician will be assigned and address the problem when available. You will be contacted with information regarding timing and repair.

10.5 What about insurance against theft or breakage through carelessness?

Your iPad is very portable and very valuable, making it an attractive target for thieves. Therefore, the Harrisburg School District iPad protection is recommended. The protection covers the iPad for a \$30 payment. However, if you wish to use personal insurance to cover damage to the iPad you must submit this policy to the office. You are responsible for the replacement of your assigned iPad if it is deemed lost or damaged beyond repair due to negligence on your part. The best insurance is to take care of your iPad. Do not leave your iPad in the building, classroom, concourse, or car unattended. Always know where your iPad is! Above all, take your iPad home each night.

10.6 What will I do without an iPad in my classes if my device is being repaired or while I am replacing it if it is lost or stolen?

Harrisburg South Middle School stocks a limited number of Chromebooks that can be loaned out. Negligent or habitual issues with an iPad may result in very limited access to a loaner Chromebook. Each application for a loaner will be analyzed and influenced by past iPad history and circumstance of the need. Use

of a loaner is not guaranteed. In most cases, the \$120 deductible must be submitted prior to any repairs or loaner request honored.

10.7 How do I connect to the Internet at home?

If you maintain a wireless home network, you must set the iPad to connect to your wireless connection.

10.8 Do I have the capacity to back up the files I create on my iPad?

It is recommended that students use an online storage such as Google Drive File Stream.

10.9 What if I want to add options to my iPad later?

Only the Harrisburg School District is authorized to add options, apps, software and upgrades to your iPad.

10.10 What has the school done to help prevent students from going to inappropriate sites?

It is the policy of Harrisburg School District to, in good faith, attempt to prevent: (a) user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) unauthorized access and other unlawful online activity; (c) unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Harrisburg District has a software product 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. All students who attempt to find inappropriate sites will be directed to the Principal's Office. In addition, teachers may make use of provided software to monitor student activity at all times.

10.11 What if they bring their assigned iPad in for repairs and "objectionable data" is detected?

Inappropriate material on iPads should be reported to the classroom teacher, assistant principal, or Help Desk immediately upon identification. Students who have "objectionable data" on their assigned iPad but have failed or chosen not to report it, will be referred to the Principal's Office.

10.12 If the charging brick or cord are lost or stolen, how much will it cost to replace them?

In the event that accessories are stolen, you must report the lost items to the tech office. The Harrisburg School District will order the replacement. Students are responsible for the cost of \$29 for brick & cord.

Description of Privileges

Standard Privileges:

- Apple iPad
- Home use of iPad

Suspended Privileges:

- iPad will be left at school each day
- iPad may only be accessible in classroom
- Blocking of selected sites

Criteria for Privileges – but not limited to...

Standard Privileges Criteria

All students will begin on this level at the beginning of the school year. To remain at this level, students will have...

- Less than 3 incidents of accidental damage
- No more than 1 incident of an iPad Violation
- No incidents of iPad Network Violations

Suspended Privileges Criteria

Students will be placed at this level if they have...

- Three or more incidents of accidental damage
- Two or more incidents of iPad Violations
- One or more incidents of iPad Violations

Appendix A Technology Disciplinary Matrix

Level 1 Offense

Description	1st	2nd	3rd	4th	5th
<ul style="list-style-type: none"> • Use of profane, abusive or inflammatory language • Explicit Music • Explicit or Erotic Desktop Images • Inappropriate written/oral communication, use of email, website, apps, internet, games • Activities that may be disruptive to the school environment • Unauthorized participation in chatrooms, chatting, or messaging services • Repeated Searches in attempt to find unblocked sites • Drug Paraphernalia • Non-school activities • Unnecessary or wasteful Printing • Accomplice to any of the above actions 	<ul style="list-style-type: none"> • Warning documented • Removal of offending material. 	<ul style="list-style-type: none"> • Parent Notified • Detention 	<ul style="list-style-type: none"> • Lockdown Internet Profile and Simple User Settings Implemented (min 5 school days) • Suspension • Parent Notified and required to sign notice of offense 	<ul style="list-style-type: none"> • Lockdown Internet Profile and Simple User Settings Implemented (min 30 school days) • At School Use only • Suspension • Parent Notified and required to sign notice of offense 	<ul style="list-style-type: none"> • Confiscate device, contract with parent, & return device at designated time

Level 2 Offense

Description	1st	2nd	3rd
<ul style="list-style-type: none"> • Logging into another student's system. • Sharing, using, or modifying someone else's username and password • Negligent Care of device or another students • Taking pictures, audio, video without subject's or school's permission • Use of unauthorized, anonymous, and/or false communications such as but not limited to Google Chat, MSN Messenger, and Yahoo Messenger • Cheating • Unauthorized Network usage of downloading, storing, creating unauthorized files such as images, video, music, apps, data, or programs. • Illegal installation or transmission of copyrighted materials • Unauthorized transmission of personal information over the internet • Sending, transmitting, accessing, uploading, downloading, distributing, or publishing obscene, offensive, profane, threatening, cyberbullying, pornographic, obscene, or sexually explicit materials intended to harm or demean staff or students • Accomplice to any of the above actions 	<ul style="list-style-type: none"> • Removal of offending material. • Parent Notified and required to sign notice of offense. • Lockdown Internet Profile and Simple User Settings Implemented (min 10 days) 	<ul style="list-style-type: none"> • Removal of offending material • Lockdown Internet Profile and Simple User Settings Implemented (min 30 days) • At School Use only • Suspension • Parent Notified and required to sign notice of offense 	<ul style="list-style-type: none"> • Removal of offending material • Lockdown Internet Profile and Simple User Settings Implemented • At School Use only • Suspension • Parent Notified and required to sign notice of offense • Authorities contacted if necessary

Level 3 Offense

Description	1st	2nd	3rd
<ul style="list-style-type: none"> • Any activity that voids the device, service agreement, software license or warranty such as, but not limited to jailbreaking, attempt to bypass digital rights management software. • Any activity that can put the school's network's integrity at risk, violate regulatory compliance standards CIPA, SOX, HIPPA, PCI, DSS, FISMA, GLBA, puts federal or state funding at risk, or potentially puts the district at risk of losing services. • Unauthorized entry to program files hacking • Attempting to deny others network access-using denial of service tools or degrade the network. • Accessing or attempting to change the administrator password • Vandalism (minor or major) such as any malicious attempt to harm or destroy HSD-owned device or theft • Deletion, examination, copying, or modifying of files/data/device settings belonging to other users including staff, students, and district • Spamming, spreading mass or inappropriate emails, virus or malware • Attempt or Success of By-passing of web filter through a web proxy • Action violating existing board policy • Solicitation or proposal of inappropriate sexual acts or drug use 	<ul style="list-style-type: none"> • Removal of offending material. • Parent Notified and required to sign notice of offense • Lockdown Internet Profile and Simple User Settings Implemented • Authorities contacted 	<ul style="list-style-type: none"> • Lockdown Internet Profile and Simple User Settings Implemented • At School Use only • Suspension • Confiscate device, contract with parent, & return device at designated time • Authorities contacted 	<ul style="list-style-type: none"> • Opportunity to succeed else where

Appendix B

HARRISBURG SCHOOL DISTRICT NETWORK VIOLATION NOTICE

NAME: _____

<input type="checkbox"/>	Level 1 Offense	Infraction (Circle 1)	1	2	3	4
<input type="checkbox"/>	Level 2 Offense		1	2	3	4
<input type="checkbox"/>	Level 3 Offense		1	2	3	4

The above student has violated the District Technology Acceptable Use Policy by:

Consequence:

_____ As a consequence of this violation the above student has lost

(Mark one or both)

Internet Use

Use of District technology resources

For a period of _____ days beginning _____ to _____

Other _____

School Official: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Appendix C

Student Pledge for iPad Use:

1. I will take good care of my iPad and know that I will be issued the same iPad each year.
2. I will never leave the iPad unattended.
3. I will never loan out my iPad to other individuals.
4. I will know where my iPad is at all times.
5. I will charge my iPad's battery daily and bring it to school fully charged.
6. I will install only the apps my teachers request.
7. I will keep food and beverages away from my iPad including in backpack since they may cause damage to the iPad.
8. I will not disassemble any part of my iPad or attempt any repairs.
9. I will use my iPad in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on my iPad.
11. I understand that my iPad is subject to inspection at any time without notice and remains the property of the Harrisburg School District.
12. I understand that I cannot bring my own computer or iPad to use at school.
13. I will follow the policies outlined in the *iPad Policies, Procedures & Information* while at school, as well as outside the school day.
14. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
15. I will be responsible for all damage or loss caused by neglect or abuse.
16. I agree to pay for the replacement of my power cords, battery, or iPad case in the event any of these items are lost or stolen.
17. I agree to return my iPad and power cords in good working condition.
18. I understand the insurance policy and the \$120 deductible agreement. I understand that in most instances, this deductible must be paid prior to repairs and recovery of my iPad. I have ready the insurance policy.
19. I have read the iPad Policy manual and agree to all of the policy and procedures including the consequences for negligent use and behavior.

Student Name: (Please Print) _____ Grade _____

Student Signature: _____ Date _____

Parent Signature: _____ Date _____

July 2018

Harrisburg School District Network Acceptable Use Policy

Students using the school districts network are responsible for using this technology in an ethical manner. Failure to do so may result in disciplinary action, including the termination of network privileges for the user.

The use of technology must be in support of education and consistent with the academic goals of the district.

The student will be able to:

- Access the school's equipment.
- Use the internet for educational purposes.
- Utilize the file server for data storage.
- Use external storage devices if virus scanned by a staff member prior to use.

The student will be prohibited from:

- Bypassing the internet filter to gain access to blocked websites.
- Transmitting, receiving or viewing obscene materials.
- Deleting their browsing history.
- Revealing personal information about themselves or others.
- Sharing individual passwords or using another student's password to gain access to network resources.
- Communicating any financial information for online purchases on school equipment.
- Utilizing electronic mail during school hours unless under the direct supervision of a classroom teacher.
- Using tools or programs capable of disrupting the network.
- Accessing real time audio or video streaming.
- Vandalizing, stealing or attempting malicious harm to school equipment or data of other users.
- Accessing non-educational games on school equipment.
- Bringing programs or games from home or other sources.
- Downloading files from the internet.
- Using P2P (Peer to Peer) services.
- Using chat or instant message services on school equipment.
- Housing MP3 files or executables on school server(s).
- Using vulgarities or other inappropriate language while on the network.
- Using school iPads to place calls.

The student's internet use is tracked and monitored daily. Files on any of the Harrisburg iPads or data servers are not private and are, therefore, subject to inspection.

Misconduct:

The building and/or network administrator are responsible for applying disciplinary actions when the Acceptable Use Policy has been violated.

Consequences:

Consequences are listed in our Technology Disciplinary Matrix (Appendix A) of our iPad Policies, Procedures & Information manual.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Appendix E

Your Name _____

Grade _____

iPad Agreement Quiz

1.	I can repair my iPad myself.	True	False
2.	A Harrisburg staff member can inspect my iPad at any time.	True	False
3.	I can face criminal charges for illegally downloading or transmitting copyrighted information.	True	False
4.	The temperature in a car can affect the health and well-being of my iPad.	True	False
5.	I have to pay \$120 deductible if I damage or lose my iPad.	True	False
6.	If my power cord or brick is lost or damaged, I will have to purchase a new one.	True	False
7.	I can draw and put stickers on my iPad case.	True	False
8.	If my iPad is damaged or needs to be restored, I understand that I can lose all the files on my iPad.	True	False
9.	I should backup all my files in the Camera Roll and any other documents I have stored on my iPad to Google Drive.	True	False
10.	Liquids and beverages cannot damage my iPad.	True	False
11.	Any word I type, any search I do, and any email I send on my iPad is recorded and reported to administration if deemed inappropriate.	True	False
12.	I can lose access to the Internet and/or the iPad itself if I disregard any policies set forth in the iPad policy manual.	True	False
13.	I can install Minecraft and other games on my iPad.	True	False
14.	I should install only the Apps my teachers request.	True	False
15.	I need to bring my iPad FULLY charged to school every day.	True	False
16.	I can bring my personal computer or iPad to use at school.	True	False

Harrisburg School District School Issued Device Protection Plan Application Form 2018-19 School Year

Please read this entire document to determine if this program is needed for you and your student's protection against damage and loss of the loaned equipment in your care. **This form must be completed and signed before the device will be provided to the student.**

COVERAGE AND BENEFIT

This program covers the school issued device loaned to the student against all accidental damage or loss over \$120. You are responsible for paying the \$120 deductible. Any accidental damage less than \$120 is subject to a minimum \$10 deductible or actual cost of repair, whichever is higher. Total cost of any intentional damage (actual cost of parts plus labor) or loss will be determined by the Harrisburg School District. Intentional damage or misuse is not covered. Coverage is 24 hours a day, 7 days a week.

EFFECTIVE AND EXPIRATION DATES

This coverage is effective from date this request form and premium payment are received by the school through the date at which the device is returned in good order to the school.

PREMIUM

The total premium cost is \$30 per school year. Partial semesters are not refundable. A separate application will be needed for each device covered.

This form must be completed and returned to the school before a school device will be issued.

Date of Request: _____ Grade: _____ School: _____

Name of Student: _____

Address: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Yes, I would like to participate in the School Issued Device Protection Plan. I have read and understand the COVERAGE AND BENEFIT and EFFECTIVE AND EXPIRATION DATES sections above.

\$30 payment Check # _____ Cash

Total Payment Rec'd: _____

No, I decline to participate in the School Issued Device Protection Plan. I am using my own insurance. *I understand that if I decline participation, each separate instance of repair will incur a minimum \$30 fee for parts/labor. If the repair/loss is more than \$30, I understand that I am responsible for the total cost. **(Please provide proof of insurance with this form, students will not receive their iPad without insurance proof.)**

Current replacement costs:	
\$299.00	iPad
\$35.00	Case
\$29.00	Power Supply

My insurance provider: _____

Parent/Guardian Signature: _____ Date: _____