

Future Ready Sewanhaka

SCHSD 1:1 Program

iPad Implementation Handbook



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SCHSD 1:1 Digital Learning Initiative
iPad Implementation Handbook

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iPad Information, Guidelines, and Procedures

OVERVIEW

The Sewanhaka Central High School District is excited to implement the Future Ready Sewanhaha Initiative during the 2016-2017 school year. The purpose of this initiative is to provide equitable 21st century tools and resources necessary for our students to be successful and engaged learners. In order to achieve academic excellence, today's students require access to educational experiences that seamlessly integrate technology throughout the educational program. This initiative seeks to provide our students with learning opportunities beyond the normal school day through the use of the Apple iPad.

The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for their educational and career future. Teaching and learning through the integration of iPads not only will increase student engagement and ownership of learning, but also allows for effective transformation of curriculum that can take place anywhere and at any time. By using technology effectively, we believe it will lead to increased student engagement and thereby increasing student achievement in all areas. All students will be immersed in a technology rich environment, which motivates, engages, and challenges students to learn 21st century skills.

The information contained within this document applies to all Sewanhaka Central High School District (SCHSD) iPads used in our schools, including any other device deemed by the administration to come under these guidelines. The information and agreements found here represent a clear and comprehensive attempt to explain to our Parents/Guardians and students the level of responsibility necessary to participate in this initiative. The SCHSD reserves the right to make any additions or alterations to these guidelines necessary, in order to insure the effectiveness of this initiative as well as the safety and wellbeing of our students.

The Future Ready Sewanhaka Implementation Handbook is intended to promote responsible use and protect students and the school from liability resulting from any misuse of the school-issued iPads. Technology, on or off-campus, must be used in accordance with the mission and philosophy of the SCHSD as well as the SCHSD Board Policy and Administrative Regulation 6105. Teachers may set additional requirements for use in their respective classes.

The iPad remains the property of the SCHSD at all times. Therefore, there is no expectation of privacy. The SCHSD reserves the right to inspect student iPads at any time during the school year. Misuse of the iPad may result in disciplinary action.

Above all, the Future Ready Sewanhaka iPad program is an academic program, and the policies governing the use of the iPad support its academic use. To maintain the integrity of the iPad program, all students and Parents/Guardians must acknowledge and agree to the following conditions of use contained herein.

FUTURE READY SEWANHAKA GOALS

Goal 1: Transform learning by boosting creativity, tapping into student choice and interest, allowing for personalized learning and sharing with authentic audiences.

Goal 2: Increase teacher and student confidence with transformative learning practices by increasing professional development by teacher leaders for teachers. This includes administrative modeling, expectations and best practices.

Goal 3: Through providing every student a one-to-one device, all students will be engaged in using the device by all teachers to ensure that there is equitable opportunity to learn in all five high schools.

Goal 4: Schools will successfully incorporate the infrastructure, devices, professional development, content, and human capacity necessary to implement the 1-to-1 Initiative exemplifying an effective transition to digital learning.

Goal 5: By June 2017, the school community will consistently incorporate a Learning Management System, electronic grade book, parent portal, and other digital resources for communication, collaboration, and professional practice.

1.0 GENERAL INFORMATION

The procedures and information within this document apply to all student iPads used in the Sewanhaka Central High School District. Teachers may set additional requirements for use in their classroom.

1.1 Receiving your iPad

iPads will be distributed during September. Parents/Guardians and students must sign and return the Student Pledge for iPad Use (attached) before the iPad will be issued to the student.

1.2 Returning your iPad

iPads , cords, and cases must be returned to the SCHSD during the last week of the school year. Students who withdraw or terminate enrollment in the SCHSD for any reason **must** return their individual school iPad with accessories on the date of termination. Failure to return the iPad will result in a theft report being filed with local law enforcement.

1.3 Personal iPad

All district issued iPads are linked to and managed by a mobile device management system; therefore students are not allowed to use personal iPads in place of district issued iPads.

2.0 CARE OF THE IPAD

2.1 General Care

- Cables must be inserted carefully into the iPad to prevent damage.
- Students are responsible for keeping their iPad battery charged for school each day using the appropriate iPad charger.
- iPads should be closed in their cases and away from food and drink when students are eating.
- iPads should not be exposed to long-term temperature extremes.
- Student may not alter the iPad in any manner that will permanently change the iPad.
- Students may not remove the iPad from the school assigned case at any time.
- Students may not upgrade the iPad operating system (IOS software update) unless directed by Technology staff.
- Students may not remove or circumvent the management system installed on the iPad. This includes removing restrictions, “jail breaking” or erasing/resetting the device.
- Students may not sync the iPad with a district or home computer. Student documents or files will be emailed or saved to a cloud based storage App (e.g. Google Drive or One Drive).
- Each students will be required to take the iPad home and return it to school every day unless locked in his or her locker.
- Students may not leave the iPad unattended at any time. iPads must be secured in school lockers when not needed for class or during PE class.
- Students may not bring iPads into locker rooms. They must be secured in the student locker in the hallway before entering the locker room.

2.2 Carrying and Transporting iPads

- iPads must always remain within the protective case provided by the school.
- iPads must not be left unattended at any time during class, extra-curricular activities, lunch, etc.

2.3 Screen Care

- When cleaning the iPad screen, use a soft, dry, anti-static cloth such as microfiber.
- Do not lean on or place anything heavy against the screen.
- Do not drop the iPad as the screen will most likely break.
- Avoid touching the iPad screen with a pencil or pen. Use an appropriate stylus if needed.

2.4 Security and Identification

- Students are responsible for the safety and security of their district-owned iPad.
- iPads should not be stored in a vehicle and should never be left in view inside a vehicle, locked or unlocked.
- Labels, stickers, or screen protectors may only be placed on the iPad by the Technology department and shall not be removed.

- Each iPad will be registered with the district by a digital asset tag.
- Students may not lend the iPad to a classmate, friend, or family member.

3.0 USING YOUR IPAD AT SCHOOL

iPads are intended for use during school each day. Students must bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

3.1 iPads Left at Home

Students who leave their iPad at home will be considered unprepared for class. Not having an iPad will not be an excuse for not participating in class or not completing assignments. Loaner iPads will not be available. Students will be required to complete work through traditional paper and pencil tasks instead.

3.2 iPads Undergoing Repair

Damaged iPads require a 48-hour turn-around time for repairs as part of the Apple Care plan. Since iPads are customized to each user, loaner iPads will not be available to students during that time. Students will still be responsible to complete all classwork during the duration of the repair time. All work will be required to be completed through traditional paper and pencil tasks instead.

3.3 Charging your iPad

Students are responsible for ensuring that their iPads are charged and ready to use for school each day. Coming to school with a charged iPad will be considered part of each student's participation grade for each class. Failure to come with a charged iPad can result in reduction of the participation grade. It is strongly recommended that all students charge the iPad at home each evening. Students are expected to bring their charging cable if recharging will be necessary during school.

3.4 Screen Savers/Background Photos

A standard screensaver or background will be preset on the iPad. Any changes to the background must be school appropriate.

3.5 Sound, Music, Games, or Programs

Sound must be muted while in class unless permission is obtained from the teacher. All content (music, games or programs) on the iPad must be appropriate, used in a responsible manner and at the discretion of the teacher. All students are required to provide their own headphones for use in school.

3.6 Use of Camera and Video

Each student iPad is equipped with a digital camera, which includes the ability to take High Definition video. The camera will allow students to utilize a 21st century tool to develop 21st century learning skills. Students are only permitted to use the camera for educational purposes and with the express permission of those individuals being filmed.

Examples of Use:

- Recording and/or taking pictures for project-based learning assignments.
- Assisting in documenting homework assignments or ensuring accurate notes are taken in class.
- Creating and submitting work digitally.

Students are not allowed to take pictures/video of staff and/or students without express permission by those individuals. All pictures/video taken must be school appropriate. Any violation of this directive will result in discipline measures. Please reference BOE Policy and Administrative Regulation 6105 (attached) for specific guidelines.

3.7 Photos and Videos

All videos, photos, and images that are taken or reside on the iPad must be school appropriate and are subject to inspection by district staff at any time.

3.8 Home Internet Access

Students are allowed to set up wireless networks on their iPads for use while at home. Parent supervision is an expectation while the iPad is used at home. The Children's Internet Protection Act requires that schools have a content filter in place onsite. As such, the school will make every effort to block objectionable sites. Students who do not have access to wireless Internet at home can access the district wireless network from anywhere within the school. Free local wireless hotspots are also available through the community but there is no expectation of content filtering requirements on such public hot spots.

4.0 MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving Documents

Students may save work directly on the iPad through Google Drive, Schoology, or another cloud-based storage (e.g. One Note, Dropbox, etc.), or may e-mail documents to their teachers or themselves as a backup. iPad malfunctions are not an acceptable excuse for not submitting work.

4.2 Printing from iPads

Printing will not be allowed from iPads at school. If printing is necessary, students must email the document to a student email account or save the document to a cloud-based storage system.

4.3 Network Connectivity

The SCHSD makes no guarantee that the district network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

5.0 CONTENT MANAGEMENT

5.1 Originally Installed Software

The Software/Apps and profiles originally installed by the SCHSD must remain on the iPad in usable condition and be easily accessible at all times. From time to time, the District may add or remove Apps for use in a particular course. Devices will be monitored through our Mobile Device Management (MDM) system to ensure that students have not removed required Apps or added Apps that are not appropriate for school use.

5.2 App Management

- Students may only download Apps from the SCHSD App store accessible through the MDM portal.
- Students from time to time will need to add or remove Apps through the MDM portal. This is where district purchased Apps will be located. Removing a district purchased App from your iPad does not permanently remove the App. Instead it is moved back to the MDM portal for future use if needed.
- All downloaded Apps must be appropriate and recommended for educational use.

5.3 Inspection

- Any SCHSD owned iPad may be inspected by district staff at any time.
- The SCHSD staff maintains the right to delete any App, song, video, picture, book, or file that is not deemed appropriate for student use.
- Storage space on the iPad and iCloud is limited. Any non-required SCHSD Apps, songs, videos, pictures, books, or files will be subject to removal and be deleted to preserve storage space if needed.

5.4 Restoring of iPad

If technical difficulties occur or non-authorized software or Apps are discovered, the iPad may need to be restored. The District does not accept responsibility for the loss of any software or documents deleted due to a required re-format and re-image.

5.5 IOS Upgrades

Upgraded versions of licensed Apps/software are available from time to time. Students may be required to check in their iPads to the Technology Department for maintenance to apply upgrades.

6.0 RESPONSIBLE USE

6.1 Statement of Responsibility

The use of the SCHSD technology resources (hardware, software, etc.) is a privilege, not a right. The privilege of using the technology resources provided by the District is not transferable or extendible by students to people or groups outside the District and terminates when a student is no longer enrolled in the District. These guidelines are 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 guidelines contained within this document, privileges may be terminated, access to the district technology resources may be denied, and the appropriate disciplinary action may be applied. **Violations may result in disciplinary action up to and including suspension for students. When applicable, law enforcement agencies may be contacted.** Disciplinary action will follow District policy and the guidelines contained within BOE Policy and Administrative Regulation 6105 (Acceptable use policy for students) and the Policy 5500 (Code of Conduct).

6.2 Parent/Guardian Responsibilities

- **Parent supervision is an expectation of the Future Ready Sewanhaka 1:1 Program. The district cannot control all aspects of student use while the student is off site. Please remember that students are subject to the same guidelines while not in school.**
- Parents/Guardians are expected to discuss with their child the values and standards expected with regard to the use and care of the iPad and the Internet, similar to their expectations regarding the use of all other media information sources such as television, cell phones, movies, and radio.
- Parents/Guardians understand that it is impossible for SCHSD to restrict access to all controversial materials, and will not hold the school responsible for materials accessed on the network and agree to report any inappropriate iPad use to the respective building administration.
- Parents/Guardians release the SCHSD and its personnel from any and all claims and damages of any nature arising from their child's use of, or inability to use the district technology, including but not limited to claims that may arise from the unauthorized use of the iPad to purchase products or services.

6.3 School Responsibilities

The SCHSD reserves the right to review, monitor and restrict information stored on or transmitted via district owned equipment and to investigate inappropriate use of resources. In addition, the district will utilize Find My iPad and/or our MDM in order to track, locate, and/or immediately disable a district iPad if lost or stolen. The school agrees to provide:

- Internet and Email access to its students.
- Curricular Apps and content.
- Internet blocking of inappropriate materials as able.
- Support using cloud based storage.
- Staff guidance to aid students in doing research and to help assure student compliance with the guidelines contained within this document and those within the BOE Policy and Administrative Regulation 6105 (Acceptable Use Policy for Students).

6.4 Students Responsibilities

- Use iPads in a responsible and ethical manner.
- Follow the guidelines within this document.
- Immediately report any email or electronic communication containing inappropriate, questionable, or abusive language to building administration.
- Immediately report a lost or stolen iPad to the main office within 24 hours of the loss or theft.
- Return the iPad at the end of each school year following district procedures. Students will be receiving the same iPad during the following school year.

6.5 Behaviors and Discipline Related to Student iPad Use

Technology Related Behavior Violations Crosswalk with “Traditional” Classroom Violations

- Failure to Bring iPad to school = Coming to class unprepared.
- Missing Cover = Not having required supplies.
- Unauthorized emailing, texting, FaceTime, Internet surfing, etc. = Passing notes, reading magazines, games, etc.
- Damaging, defacing, placing stickers, etching, etc. the iPad = Vandalism/Property damage to school owned equipment.
- Using an account belonging to another student or staff member = Breaking into someone else’s locker or classroom.
- Accessing inappropriate material = Bringing inappropriate material to school in print form.
- Cyber-Bullying = Bullying/Harassment.
- Using profanity, obscenity, racist terms = Inappropriate language, harassment.
- Sending or forwarding assignments to another student to use as their own and/or copying = Cheating, copying, plagiarism.

Violations unique to the Future Ready Sewanhaka 1:1 Program

- Not having iPad charged when brought to school = being unprepared for class.
- Attempts to defeat or bypass the district's Internet filter and/or security settings = violating the Acceptable Use Policy.
- Modifying the district's browser settings or other techniques to avoid being blocked from inappropriate sites or to conceal inappropriate Internet activity = violating the Acceptable Use Policy.
- Unauthorized downloading/installing of Apps = insubordination.

7.0 LIABILITY

7.1 Damaged iPads and accessories:

The SCHSD has provided insurance for all iPads. The Parent/Guardian/student is therefore responsible for the insurance deductible, at the time of damage. Costs and expectations are listed below:

- Accidental damage to the iPad-\$50 per repair per school year. Additional repairs within one school year will be billed at the full cost of the repair.
- Damaged Case-\$30 each instance.
- Damaged Charger-\$30 each instance.
- Damage must be reported by Parent/Guardian/student immediately to the Library/Technology staff in the school.
- Technology Staff will make final determination as to what needs to be done with the iPad.
- Students are still responsible for all classwork while their iPad is being repaired.
- Warranty items covered under the standard one-year Apple Warranty will result in no cost to the Parent/Guardian/student.
- **Damaged SCHSD iPads that are not in a district issued case will be the full financial responsibility of the Parent/Guardian/student (Approximately \$500).**
- **The standard Apple warranty and insurance DOES NOT cover intentional damage of the iPads. Parents/Guardians/students are responsible for full payment of intentional damages to their individual iPad or to another student's iPad. Administrators will make final determinations on what costs will be passed onto the Parent/Guardian/student on a case-by-case basis in consultation with the Technology department.**

7.2 Lost or Stolen iPads and accessories

The SCHSD recognizes that with the implementation of the Future Ready Sewanhaka Program there is a need to protect the investment of both the District and the Parent/Guardian/student. The

SCHSD has provided insurance for all iPads. The Parent/Guardian/student is responsible for the insurance deductibles listed below, at the time of loss or theft:

- Lost or stolen iPad-\$100 per occurrence.
- Lost Charger-\$30 every instance.
- Lost Case- \$30 every instance.
- Lost or stolen iPads must be reported to the Main office/Administration immediately (within 24 hours).
- If lost/stolen on campus, School Administrators will file a police report.
- If stolen off campus, Parents/Guardians must file a police report. A copy of the police report must be provided to the Principal's office.
- Unwillingness to file a police report will result in the Parent/Guardian assuming full financial responsibility for replacement (Approximately \$500).

8.0 DISTRICT POLICIES

SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT ADOPTED: July 8, 1999
AMENDED: July 12, 2001
BOARD POLICY July 11, 2016

INSTRUCTION 6105

SUBJECT: INTERNET AND INSTRUCTIONAL TECHNOLOGY
ACCEPTABLE USE POLICY FOR STUDENTS

Our mission is to educate every student to become a life-long learner, to foster academic, social, emotional and physical development, to nurture an understanding and respect for all people in a multicultural and multiethnic world, and to promote responsible citizenship in a democracy.

The District believes that the benefits to educators and students from access to educational technologies, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. Technology is more than computers - it is the tools, skills and curriculum required for most effective teaching and learning in our electronic-based information and science-oriented society.

The Internet is an electronic highway connecting thousands of computers and millions of subscribers throughout the world. The Sewanhaka network also connects students and staff. The Sewanhaka network is capable of providing collaborative areas designed for curriculum and problem-solving in the 21st Century. The purpose of establishing student use of the Internet and the Sewanhaka network is to provide students access to information resources for instructional purposes. The District regards this access as a privilege, not a right.

Some of the information on the Internet may not be appropriate for student use. Therefore, it is essential for each user to recognize his/her responsibility in having access to vast services, sites, systems and people. In spite of our efforts to establish regulations for the District's computer use, all concerned must be aware that there may be material or communications on the Internet or other networks that District staff, parents and students would find objectionable and may

even be illegal. The District filtering policy may not conform to the social values of every student or their family. The District cannot filter all inappropriate materials and cannot be held responsible for students' access to these materials. The user is ultimately responsible for his/her actions in accessing Internet resources. The user is responsible for promptly reporting any inappropriate message or website received on district computers. Just as students learn social codes and behaviors that are acceptable at school, they need to learn the correct procedures and rules for using the educational technologies.

All users (including students, faculty and staff) must follow the District's Internet Guidelines (See Also Board Policy and Administrative Regulation Personnel 4280 regarding Employee Use). Failure to comply with the District's Internet Guidelines may result in disciplinary or legal action as well as suspension and/or revocation of access privileges.

INTERNET AND NETWORK ACCEPTABLE USE GUIDELINES

Educational technologies must be used solely for educational and research purposes consistent with the purpose of the Sewanhaka Central High School District. These guidelines apply to all users.

Educational technologies included in this policy:

- Scanners
- Cameras
- Computers
- Printers
- Projectors
- Local area network
- Wide area network
- Internet
- Cell phones
- Tablets
- Laptops
- Thumb drives

POLICY FOR STUDENTS

- Cloud storage
- Smart phone
- Electronic communication devices
- USB adapters and devices/tools
- Computer peripherals
- Other related equipment

Consistent with educational purpose, a user may:

- Research assigned classroom projects
- Send appropriate electronic communications to other users
- Explore other computer systems
- Create material for posting

The things a user must not do include, but are not limited to, the following:

- Use the district's computer systems for commercial advertising
- Infringe on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software
- Use the equipment to receive, transmit or make available to others messages that are racist, sexist, abusive or harassing to others. Board policies prohibiting sexual harassment also apply to communication on school computer systems
- Use of district's computer system to solicit for charitable donations from students or announce fundraising activities other than those approved by the Principal
- Download or load software or applications without permission
- Create and/or place a computer virus on the network
- Use the equipment to send anonymous messages or files, or transmit or propagate chain letters
- Use the equipment to receive, transmit or make available to others messages that are inconsistent with the school's code of conduct including but not limited to obscene, offensive, harassing, or sexually explicit material
- Use the equipment to request phone numbers and later make obscene phone calls to those numbers or publish the numbers publicly

- Reveal the personal address, telephone number or other personal information of another person
- Retransmit or post private messages or other inappropriate material received from another person
- Use the equipment to send and/or receive an excessive number of personal messages
- Intentionally disrupt network traffic or crash the network and connected systems
- Degrade or disrupt equipment or system performance
- Use the District computing resources for commercial or financial gain or fraud
- Steal data, equipment, or intellectual property
- Gain or seek to gain unauthorized access to any files, resources, or computer or phone systems, or vandalize the data of another user
- Wastefully use finite resources
- Possess any data, which might be considered a violation of these rules in paper, magnetic, cloud storage, or any other form

There is **NO PRIVACY GUARANTEE** for electronic mail (e-mail), home directories or any use of the District equipment. The District reserves the right to access and view any material stored on District equipment or a material used in conjunction with the District Network.

The contents of all web pages must be approved and developed in accord with the foregoing District guidelines. Any user violation of these Guidelines should be reported to the teacher or chairperson of the department. Illegal activities are strictly prohibited. Information pertaining to or implicating illegal or unlawful activity will be reported to the proper authorities. Transmission of any material in violation of any federal, state and/or local law or regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret. Users must respect all intellectual and property rights and laws.

In accord with the Copyright Act of 1976, a user may make "fair use" of a copyrighted work for purposes of criticism, comment, new reporting, teaching, scholarship, or research. Of course students must always avoid plagiarism.

The District makes no warranties of any kind, whether expressed or implied and assumes no responsibility as to the quality, availability, or reliability of the service it is providing. Users navigate the Internet and use information at their own risk. The District will not be responsible for any damages suffered by any user, including, but not limited to: loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or the errors or omissions of any user. The District also assumes no responsibility for: (a) the content of any advice or information received by a student from a source outside the District, or any costs or charges incurred as a result of seeing or accepting such advice; (b) any costs, liability or damages caused by the way the student chooses to use his/her District Network access; (c) any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of the District.

ADM REGULATION

INSTRUCTION 6105

SUBJECT: INTERNET AND INSTRUCTIONAL TECHNOLOGY ACCEPTABLE USE
REGULATION FOR STUDENTS

In accordance with Board Policy, all Internet and network users shall be required to execute the Internet Authorization Form A. Students who are issued school owned portable computing devices will be required to execute Form B (Parent Contract) and Form C (Student Pledge). Parental approval shall be required for all students.

The building principal shall request every student to complete the required authorization form(s). Students whose parents decline to execute the form shall be notified that they will not be permitted access to district computers. Building Principals shall notify appropriate school personnel of the names of those students who are not permitted access.

Appropriate filtering devices will be installed on all district systems and updated or modified as needed. No student shall be permitted to bypass, override, disable or otherwise modify filtering services.

Prior to operation, Websites must be approved by the Building Principal. Website content is to be governed by the rules normally applicable to school publications. Websites shall be limited to school purposes and shall not constitute "open" forums. Parental permission shall be required prior to posting student work, display of student photographs and use of student's last names or other identifying data. Links to other websites must be reviewed periodically for appropriateness of content.

STUDENT USE OF PERSONALLY-OWNED WIRELESS COMMUNICATION DEVICES

The District provides free wireless Internet access for users of personal electronic communication devices consistent with the guidelines of Board Policy, Instruction 6106, "STUDENT USE OF PERSONAL ELECTRONIC DEVICES" during normal school hours. The District also provides wireless access available for after school related activities however provides no assurances for support. Access to the District's network is available but not guaranteed in all classrooms at all times. All terms and conditions set forth in the District's Internet Use Policy are also applicable to wireless network access.

All users are expected to use the District's wireless access in a legal and responsible manner, consistent with the educational and informational purposes for which it is provided. Misuse of Internet access will result in loss of the user's mobile access. It is not acceptable to use District Internet services to:

- Digitally reproduce and distribute copyrighted materials.
- Degrade or disrupt equipment or system performance;
- Vandalize the data of any other user;
- Gain unauthorized access to resources or entities;
- Invade the privacy of individuals;
- Violate federal, state, or local laws or regulations, including those regarding accessing, viewing, printing, and distributing child pornography.
- Engage in any activity that is offensive or creates an intimidating or hostile environment.

The District does not provide virus protection for wireless connections to our network. Patrons are strongly encouraged to use up-to-date virus protection as well as a personal firewall on their devices. The District provides posted instructions containing general information as to the settings necessary to access the Internet via our wireless connection. If a user has problems accessing the Internet over this connection, staff will only verify that the connection is operating normally. Users are expected to know how to configure their own laptop for wireless use. Staff will not perform troubleshooting on the patron's own wireless device.

As with most public wireless "hot spots", these wireless connections are not secure. Another wireless user can potentially intercept any information being transmitted. We recommend that you do not transmit personal information such as credit card numbers, passwords or other sensitive information while using any wireless "hot spot." Wireless users assume all risks and responsibilities to provide anti-virus protection and appropriate security settings on their laptop. Please take appropriate precautions when using this service.

The District takes reasonable precautions by using filtering software to keep inappropriate Internet sites and e-mail out of the classroom. The District strongly adheres to the guidelines set forth by COPPA and CIPA when installing filtering/monitoring software devices on District equipment.

The District does not supervise individual e-mail accounts, however:

1. The District reserves the right to review any e-mail sent or received using District equipment and e-mail accounts.
2. Students must adhere to the behavior expectations while using technology and e-mail, including but not limited to those

expectations contained in board policy.

3. Technology is constantly changing and evolving. Due to the nature of the Internet, online communications, and evolving technology, the District cannot ensure or guarantee the absolute safety of students during the use of technology, including email and the Internet. Parents and students should contact the school immediately with any concerns related to the use of technology.

Wireless users should be certain that their laptops and other devices are secure at all times and should never be left unattended in the Library, even for brief periods of time. Theft of such devices is not the responsibility of District.

Possession of a student brought device is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

**SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT
INTERNET AND INSTRUCTIONAL TECHNOLOGY ACCEPTABLE USE POLICY (STUDENTS)
CONSENT AND WAIVER - FORM A**

By signing this Consent and Waiver Form the user and his/her parent(s) or guardians agrees to abide by the restrictions outlined in the District's Internet Policy and Regulation. A student should discuss these rights and responsibilities with his/her parent(s) or guardian(s).

The specific conditions and services being offered may change from time to time. Further, a user and his/her parent(s) or guardian(s) should be aware that the District does not have control of the information on the Internet, nor can it provide barriers to users accessing the full range of information that is available.

The Internet user is held responsible for his/her actions and activity. Unacceptable uses of the network may result in disciplinary action as well as the suspension or revocation of access privileges, and/or legal action. Users are responsible for safeguarding passwords and will be held accountable for the consequences of intentional disclosure of same.

I understand that the Sewanhaka Central High School District makes no warranties with respect to the Internet service. I further understand that there is no expectation of privacy in any e-mail or any other use of the District computers.

In consideration for the privilege of using the Sewanhaka Computer Network, on behalf of myself, and my respective relatives, heirs, estates, and assigns, I hereby release and discharge the Sewanhaka Central High School District, and its respective officers, employees and agents, from any and all claims and liabilities arising out of or resulting from any use, operation, or inability to use the District computers. I agree to be responsible for damages caused by any intentional misuse of equipment.

Any questions about the District's Internet Policy and Acceptable Use Policy or this Consent and Waiver Form should be directed to the Assistant Superintendent for Curriculum and Instruction at (516) 488-9800 ext. 9874.

By signing the Consent and Waiver Form, each student and his or her parent(s) or guardian(s) acknowledge that they have read, discussed and fully understand the Internet and Instructional Technology Acceptable Use Policy and Regulation and agree to abide by its terms. A student's use of the District computers shall be consistent with the educational purpose of the District.

As parent or guardian, in consideration for my child's use of the District computers, on behalf of myself and my child, and our respective relatives, heirs, estates and assigns, I hereby release and discharge the Sewanhaka Central High School and its respective officers, employees and agents, from any and all claims and liabilities arising out of or resulting from my child's use, operation or inability to use District equipment. I agree to be responsible for damages caused by any intentional misuse of equipment.

StudentSignature: _____ School: _____ Grade: _____

Parent/Guardian Signature: _____ Date: _____

Ref: Board Policy 6105 Attachment to Administrative Regulation 6105

**SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT
PARENT OR GUARDIAN CONTRACT
FORM B**

As the parent or guardian of this student, I have read and fully understand the iPad (portable computing device) Handbook, as well as the District's Internet and Instructional Technology Acceptable Use Board Policy and Administrative Regulation 6105. I understand that this access is designed for educational purposes only and have fully discussed this fact with my son or daughter. I assume responsibility for the content of messages transmitted or posted by my child.

I understand that although the Sewanhaka Central High School District has taken precautions to eliminate objectionable material, it is impossible for the Sewanhaka Central High School District to restrict all access to objectionable materials. I hereby give my permission to issue an Apple ID account for my child and certify that the information contained on this form is correct. I understand that I am financially responsible for any and all charges made by my child to his or her account.

Finally, in consideration for my child's use of the District network and technologies, on behalf of myself and my child, and our respective relatives, heirs, estates and assigns, I hereby release and discharge the Sewanhaka Central High School District, and its respective officers, employees and agents, for any and all claims and liabilities arising out of or resulting from my child's use, operation or inability to use the District network and technologies. I further agree to defend and indemnify the District and hold the District harmless from and against any and all claims, proceedings, damages, injuries, liabilities, losses, costs, and expenses (including reasonable attorney's fees) relating to any acts taken by my child or material or information transmitted by my child in connection with any use of the District network and technologies.

Parent or Guardian (please print in ink): _____

Signature: _____ Date: _____

Daytime Phone Number: _____ Evening Phone Number: _____

Ref:
Board Policy 6105
Attachment to Administrative Regulation 6105

SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT
Student Pledge for iPad Use
FORM C

1. I will never leave the iPad unattended.
2. I will never loan out my iPad to other individuals.
3. I will know where my iPad is at all times.
4. I will come to school with my iPad fully charged daily.
5. I will keep food and beverages away from my iPad since they may cause damage to the device.
6. I will not disassemble any part of my iPad or attempt any repairs.
7. I will not remove my iPad from the District issued protective case.
8. I will use my iPad in ways that are appropriate and meet all Sewanhaka Central High School District expectations.
9. I will not place decorations, (such as stickers, markers, etc.) on the iPad.
10. I will not deface the serial number iPad sticker on my iPad.
11. I understand that my iPad is subject to inspection at any time without notice and remains the property of the Sewanhaka Central High School District.
12. I will follow the policies outlined in the iPad Handbook and the District Internet and Instructional Technology Acceptable Use Board Policy and Administrative Regulation 6105.
13. I will file a police report in case of theft or loss.
14. I will be responsible for all damage or loss caused by intentional neglect or abuse.
15. I agree to return the District iPad and all related accessories in good working condition to the District when requested including, in the event of graduation, withdrawal or any other reasons for termination of enrollment.

I agree to the stipulations set forth in the above documents including the iPad Handbook; the Internet and Instructional Technology Acceptable Use Board Policy and Administrative Regulation 6105; iPad Protection Plan and the Student Pledge for iPad Use. I understand the financial requirements as listed below:

- Accidental damage to the iPad-\$50 per repair per school year. Additional repairs within one school year will be billed at the full cost of the repair
- Damaged/Lost Case-\$30 each instance
- Damaged/Lost Charger-\$30 each instance
- Lost or stolen iPad-\$100 per occurrence

Student Name (Please Print)

Student Signature:

Date:

Parent Name (Please Print)

Parent Signature:

Date:

Parent email

Parent Cell Phone Number

Ref:
Board Policy 6105
Attachment to Administrative Regulation 6105