

Dansville High School



iPad
STUDENT-PARENT HANDBOOK
2023-2024

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SECTION I – OVERVIEW

The following information and policies refer to the individual student's use of an Apple iPad. Students are required to follow these guidelines as well as the Dansville Schools Technology Acceptable Use Policy. Please refer to the school website for updated policies and information throughout the school year.

Care and Maintenance of the iPad:

- Do not attempt to open the inside of your iPad, access the internal electronics or repair your iPad. If your iPad is not working properly, fill out an iPad tech request in the office as soon as possible.
- Never leave your iPad unattended. Your iPad should be with you at all times.
- Do not store your iPad in your car because of possible theft and extreme temperature changes. If your iPad has been in the heat or cold for an extended period of time, allow the iPad to reach room temperature before using it.
- Only clean your iPad with a soft, dry, lint-free cloth. Do not use any type of cleaner (even eyeglass cleaner) on your iPad.
- Do not place weight on the iPad. This means it should not be stored in a backpack where books can place weight on it.
- Never throw or toss your iPad.
- Be careful when plugging in your iPad to charge as the ports are fragile. Be sure to plug the charger into the wall first, and then plug it into your iPad.
- Each iPad will have GPS locator software installed on it. Disabling, changing, or attempting to remove this software is grounds for disciplinary action.
- The iPad should always be inside the protective case.
- Each iPad will have an identification tag attached to it. Do not remove or alter this tag.
- Never lend your iPad to another person. You are the person responsible for the iPad that was assigned to you.
- The iPad needs to be charged at home each night. Charging at school will not be permitted.
- The iPad and its cover must be free of stickers, writing, and/or painting.
- If your iPad is damaged, you must submit it to the office in order to have repairs done. Do not take the iPad to a repair vendor on your own because their work is usually not guaranteed.

Student Use of the iPad:

- The sound on your iPad must be muted at all times unless otherwise instructed by the teacher.
- The iPad must remain flat on the student's desk during class so the teacher can view the work that is being done.
- All users are expected to follow copyright laws.
- A student is to notify a staff member immediately whenever she/he comes across information, messages, or website posts that are inappropriate, dangerous, or threatening.

- A student is to notify the office immediately if he/she becomes aware of an Internet security problem.
- A student must immediately tell the office when his/her iPad is lost or stolen so the police can be contacted to begin an investigation.
- The iPad is the property of Dansville Schools and may be reviewed by an administrator at any time for appropriate use. There is no expectation of privacy for students regarding content on the iPad or email/data transmissions.
- Personalized screensavers are permitted, however, these may not contain inappropriate material. ● The iPad has a limited amount of space. Students must store school-related material on the iPad before personal items (music, pictures, videos, etc.)
- Students are not allowed to record videos or take pictures without permission from a staff member. ● Students must obtain school permission from an administrator prior to publishing any picture or video on the Internet.
- The district will provide some applications needed for learning. These applications cannot be transferred to another iPad and should not be uninstalled.

Internet Access:

Access to the Dansville Internet network is a privilege, not a right. Unacceptable conduct includes, but is not limited to:

- Using the network for illegal activities, including copyright, license, or contract violations; downloading inappropriate materials, viruses, inappropriate software, hacking, and host file sharing ● Using or having possession of hacking software
- Causing congestions on the network or interfering with the work of others (ex. Broadcasting group messages, “spamming”)
- Invading the privacy of other individuals
- Using another student’s account, password or allowing another user to access your account/password
- Coaching, helping, or watching any unauthorized activity on the network
- Violating copyright law and/or plagiarism
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of websites to buy/sell term papers, book reports, and other forms of student work
- Bypassing the school web filter through a proxy site
- Being in possession of gang-related files and/or bootleg movies or music
- Using the camera to create inappropriate movies/pictures (pornography can be a felony offense and may be turned over to the police)
- Using the camera to take a picture/movie during school without the permission of the classroom teacher and/or other students in the picture/movie

SECTION II – VIOLATION & CONSEQUENCES

Consequences for violations of the iPad expectations may include, but are not limited to:

- Suspension or revocation of iPad use
- Suspension or revocation of the Internet, App Store, and/or email privileges
- Legal action and/or prosecution
- Saturday School/detention/suspension
- \$25 fee if the iPad needs to be reimaged due to inappropriate content/use

Distribution of iPads:

- Each high school student will receive an iPad, charger, and protective case.
- A parent/guardian may choose not to have their child participate in the iPad take-home program by sending a written notification to the building principal. In this case, the student will be provided an iPad for use at school but will not be able to take the iPad home.
- Each iPad will be distributed at the start of the school year and collected during the final week of the year. Any iPad not returned by the last day of school will be considered lost or stolen, which may result in additional fees and/or legal action.
- Students who leave Dansville Schools during the school year must return the iPad and accessories before they leave the district. Failure to do so will result in legal action.

Cost:

General Cost

Each student will be provided with an iPad to use free of charge. We ask that students be responsible for paying an annual \$10 rental fee for the protective case.

Insurance is available at a cost of \$35 per year. This optional School District Protection Plan is available to cover the replacement or repair in the event of iPad accidental damage or theft for only a \$100 deductible. Please note that a cracked screen has a \$200 repair cost and the cost is only \$100 if you have insurance.

Students will be charged a replacement fee of \$50 if their iPad case is damaged, including missing or damaged port covers

The replacement cost of the iPad is approximately \$530.

- iPad - \$300
- Battery - \$100
- Case - \$50
- Cracked screen - \$200
- Charger and cable - \$10
- District-issued applications/software - \$20

Damaged, Lost, or Stolen iPads

- If a district iPad is stolen, lost, or damaged the student and/or parent should immediately contact the high school office. A police report should also be filed at that time.
- In the event that an iPad is stolen, lost, or damaged, the parent/guardian will be responsible for paying the cost to repair or replace the iPad. If the parent/guardian purchased the School District Protection Plan, they will be assessed a \$100 deductible for the repair or replacement of the iPad.
- If a loaner iPad is issued due to damage or loss, and the loaner is subsequently damaged or lost, the parent/guardian will be responsible for the replacement/repair cost.

Frequently Asked Questions:

Q: Is there insurance available to cover my student's iPad?

A: Yes. The School District Protection Program is available to interested families. The insurance has an annual fee of \$35 and a \$100 deductible for all claims. It covers the repair and/or replacement cost of the iPad in the event of theft or accidental damage.

Q: Will the school's Internet filtering system work at home to prevent my child from inappropriate content?

A: The school's Internet filter is only able to be used when the iPad is connected to the Internet at school. When the student uses the iPad at home, parents will need to monitor the student's use.

Q: What if we don't have wireless Internet at home?

A: Students can still use many of the applications and learning materials on the iPad without Internet access. If Internet access is required (for research, etc.) you may use the iPad in a location with wireless access, such as the library. There are apps that allow you to download videos at school (or any wireless area) and then they can be viewed anywhere without accessing the Internet.

Q: What if I don't want my child accessing the Internet?

A: We can block all websites and applications that are not school related. (All-access would be blocked except for iTunes U and note-taking apps). Please contact the office if you would like your child's iPad set up this way.

Q: How long will the iPad battery last?

A: The iPad battery is built to last up to 10 hours when fully charged.

Q: What if I don't want my child to participate in the program?

A: A parent/guardian may choose not to have their child participate in the iPad take-home program by sending a written notification to the building principal. In this case, the student will be provided an iPad for use at school but will not be able to take the iPad home.

Q: Why do we have to use the school's case?

A: We did substantial research to find a case that would provide utility and protection for the iPads. Students may elect to use their own case, however, the iPad must be in some cases at all times.

Q: Will I need an email address?

A: Each student will be provided an email address through the Dansville Schools email system. This email address is only accessible to other Dansville students and staff. All incoming and outgoing email to an address other than “Dansville.org” is blocked.

Q: Can I sync my iPad with my home computer?

A: Unfortunately, we have not found a way for you to be able to sync your home computer without erasing the district-loaded apps and content.

Q: Can I decorate my iPad?

A: The iPad and its cover must be free of stickers, writing, and/or painting. You may “personalize” the iPad by choosing a unique background screen.

Q: What do I do if I can't find my iPad?

A: If a district iPad is stolen, lost, or damaged the student and/or parent should immediately contact the high school office. A police report should also be filed at that time.

Tips to Stop Cyberbullying

ConnectSafely.org

Don't respond. If someone bullies you, remember that your reaction is usually exactly what the bully wants. It gives him or her power over you. Who wants to empower a bully?

Don't retaliate. Getting back at the bully turns you into one and reinforces the bully's behavior. Help avoid a whole cycle of aggression.

Save the evidence. The only good news about digital bullying is that the harassing messages can usually be captured, saved, and shown to someone who can help. You need to do this even if it's minor stuff, in case things escalate.

Talk to a trusted adult. You deserve backup. It's always good to involve a parent but – if you can't – a school counselor usually knows how to help. Sometimes both are needed. If you're really nervous about saying something, see if there's a way to report the incident anonymously at school.

Block the bully. If the harassment is coming in the form of instant messages, texts, or profile comments, do yourself a favor: Use preferences or privacy tools to block the person. If it's in chat, leave the “room.”

Be civil. Even if you don't like someone, it's a good idea to be decent and not sink to the other person's level. Also, research shows that gossiping about and trash-talking others increases your risk of being bullied. Treat people the way you want to be treated.

Don't be a bully. How would you feel if someone harassed you? You know the old saying about walking a mile in someone's shoes; even a few seconds of thinking about how another person might feel can put a big damper on aggression. That's needed in this world.

Be a friend, not a bystander. Watching or forwarding mean messages empowers bullies and hurts victims even more. If you can, tell bullies to stop or let them know harassment makes people look stupid and mean. It's time to let bullies know their behavior is unacceptable – cruel abuse of fellow human beings. If you can't stop the bully, at least try to help the victim and report the behavior.