



Excelsior Charter Schools iPad Policy, Procedures, and Information

Excelsior Charter Schools iPad Program

The focus of the iPad program at Excelsior Charter Schools is to provide tools and resources to the 21st Century Learner. 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 tablet. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for college and the workplace. 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. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace. The policies, procedures and information within this document apply to all iPads used at Excelsior Charter Schools, including any other device considered by the Administration to come under this policy. Facilitators may set additional requirements for use with their students.

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1. RECEIVING YOUR iPad & iPad CHECK-IN

1.1 Receiving Your iPad

Parents & students must sign and return the iPad Protection Plan and Student Pledge documents before the iPad can be issued to the student. The iPad Protection plan outlines two options for families to protect the iPad investment for the school district. Please review the iPad Protection plan in this policy.

1.2 iPad Check-in

iPads will be returned during the final week of school so they can be checked for serviceability. If a student transfers out of the Excelsior Charter Schools during the school year, the iPad must be returned at that time.

1.3 Check-in Fines

Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Excelsior for any reason must return their school iPad on the date of termination. If a student fails to return the iPad at the end of the school year or upon termination of enrollment at Excelsior, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad or, if applicable, any insurance deductible. Failure to return the iPad will result in a theft report being filed with the appropriate law enforcement agency. A collection agency will also be contracted to pursue the return or payment of the equipment issued to the student. The student will be responsible for any damage to the iPad consistent with the School's iPad Protection plan and must return the iPad and accessories to Excelsior in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

2. 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 student's facilitator for an evaluation of the equipment.

2.1 General Precautions

The iPad is school property and all users will follow this policy and the Excelsior acceptable use policy for technology.

Cords and cables must be inserted carefully into the iPad to prevent damage.

iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the Excelsior Charter Schools.

iPads must never be left in an unlocked car or any unsupervised area.

Students are responsible for keeping their iPad's battery charged for use.

Students are not to use "skins" to "personalize" their iPads; they must not remove or cover any Excelsior labels.

2.2 Carrying iPads

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The protective cases provided with iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

iPads must always be within the protective case when carried.

Students should take care with the amount of pressure placed upon the iPad.

Too many books in a backpack with an iPad can cause compression damage.

2.3 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 on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc as it will eventually break the screen.

3. Using Your iPad at School

iPads are intended for use for the instructional program at Excelsior. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad computer. Students are responsible for bringing their iPad to school as required by their facilitator and/or teachers.

3.1 iPads Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. If a student repeatedly does not have their iPad present they will be required to check out their iPad from their facilitator for up to one week.

3.2 iPad Undergoing Repair

Loaner iPads may be issued to students on a case by case basis when they leave their iPads for repair if the repair is deemed to be a manufacture defect. There may be a delay in getting an iPad should the school not have sufficient quantity.

3.3 Charging Your iPad’s Battery

iPads must be brought to school as needed in a fully charged condition.

3.4 Screensavers/Background photos

Inappropriate media may not be used as a screensaver or background photo.

Photographs or symbols of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, or gang affiliation will result in disciplinary actions up to and including losing iPad privileges.

3.5 Home Internet Access

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Students are permitted to connect to wireless networks on their iPads. This will assist them with iPad use while at home. Printing at home will require a wireless printer, proper settings on the iPad and the correct app.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the iPad/Home Directory

Students should make it a habit to save all their work to their Microsoft One Drive account or to their iCloud account. Excelsior is not responsible for any data lost should the iPad require repair or restoration.

4.2 Network Connectivity

Excelsior Charter Schools makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the School will not be responsible for lost or missing data.

5. SOFTWARE ON IPADS

5.1 Originally Installed Software

The iPads will come with the Meraki MDM app installed. Under no circumstances is this app to be removed or modified. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from iPads at the completion of the course. Periodic checks of iPads will be made to ensure that students have not removed required apps.

5.2 Additional Software

Excelsior will setup the iPads so that they contain the necessary apps for school work. Students will not synchronize iPads but can add apps to their assigned iPad as long as the apps provided by Excelsior remain on the iPads.

5.3 Inspection

Students may be selected at random to provide their iPad for inspection.

5.4 Procedure for re-loading software

If technical difficulties occur or illegal software is found, the iPad will be restored to factory settings and all data will be removed. The School does not accept responsibility for the loss of any software or data deleted due to a re-format and re-image.

5.5 Software upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates and synching.

5.6 Content Filtering and Auditing

All Excelsior owned iPads are subject to content filtering technologies to provide a best effort to reduce/limit access to inappropriate content. An audit record of all accessed

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content will be kept for a period no longer than one year. Audit records are reviewable at-will by Excelsior Charter School staff and can be used for the purposes of discipline.

6. Responsible Use

The use of the Excelsior Charter School's technology resources is a privilege, not a right. The privilege of using the technology resources provided by Excelsior Charter Schools is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in Excelsior Charter Schools. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. Excelsior Charter School's Student Code of Conduct shall be applied to student infractions.

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

6.1 Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

Should you want your student to opt out of having an iPad, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements.

6.2 School Responsibilities are to:

- Provide internet access to its students.
- Provide internet and content filtering of inappropriate materials as able.
- Excelsior Charter Schools reserves the right to review, monitor, and restrict information stored on or transmitted via Excelsior Charter School owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

6.3 Students are Responsible for:

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to iPad/computer use.
- Using all technology resources in an appropriate manner so as to not damage equipment.
- Use of any information obtained via Excelsior Charter School's designated Internet System is at your own risk. Excelsior Charter Schools specifically denies

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any responsibility for the accuracy or quality of information obtained through its services.

- Helping Excelsior Charter Schools protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
Students should always turn off and secure their iPad after they are done working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to immediately send a copy to their facilitator or administration.
- Returning their iPad at the end of each school year as directed and determined by school administration. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Excelsior for any other reason must return their individual school iPad computer on the date of termination.

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass, demean or bully recipients.
- Bypassing the Excelsior web filter through a web proxy.

6.5 iPad Care

Students will be held responsible for maintaining their individual iPads and keeping them in good working order.

- iPad batteries must be charged and ready for school each day.
- iPad sleeves furnished by the school district must be returned with only normal wear and no alterations to avoid paying a sleeve replacement fee.
- iPads that malfunction or are damaged must be reported to the student's facilitator. The school will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse, neglect or are accidentally

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damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to iPads up to the full cost of the iPad.

- **iPad damage: Students are responsible for any and all damage.**
- iPads that are stolen must be reported immediately to the Business Service Office and the appropriate law enforcement office.

6.6 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 parent
- Plagiarism is a violation of the Excelsior Code of Conduct. 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 discipline as outlined in the Excelsior Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the School.

6.7 Student Discipline

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps (at discretion of Excelsior Administration):

- 1st Offense – Student(s) will check-in/check-out their iPads from their facilitator for no more than 5 days.
- 2nd and future Offenses – Loss of iPad privileges for a length of time determined by the administration.

If a student removes the Meraki MDM software or uninstalls any pre-installed profiles disciplinary measures will follow: 1st offense: Student issued a warning. 2nd offense: iPad privileges revoked for one week and facilitator notified. The student will get the iPad back from their facilitator at the end of the disciplinary period. 3rd offense: Student will lose iPad privileges for an indefinite amount of time to be determined by school administration.

7. PROTECTING & STORING YOUR iPad

7.1 iPad Identification

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

- Record of serial number
- Excelsior Label - Asset Tag

7.2 Storing Your iPad

Nothing should be placed on top of the iPad, when stored. iPads should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store their iPad, they may check it in for storage with the front desk. Beware of backpack storage as this leads to compression of the LCD screen and may cause damage which the student will be responsible for.

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7.3 iPads Left in Unsupervised Areas

Under no circumstances should iPads be left unsupervised. Any iPad left unsupervised is in danger of being stolen. If a iPad is found unsupervised area, it will be taken to the front office. A student will be not be charged the first time a pad is found unsupervised. The second time left unsupervised, the parent will be required to retrieve the iPad. The third time there will be a \$10 charge to retrieve the iPad and the parent and student must pick it up. After the third time left unsupervised, the student's iPad privileges may be revoked.

8. REPAIRING OR REPLACING YOUR iPad

8.1 Excelsior Charter Schools Insurance Plan for 2014-2015 School Year

An optional insurance policy is available for the iPads. The insurance policy must be purchased within 5 weeks of the receipt of the iPad. At time of purchase the iPad must be presented for inspection to assure the iPad has not already incurred damage. Any and all damage occurring before the insurance policy has been purchased is not covered by the policy. Any attempt to "Jailbreak" (modify to run unauthorized software) the iPad will render this coverage void and result in a non-refunded loss of this privilege.

The insurance is available for students and parents to cover iPad replacement in the event of theft, or fire, flood or natural disaster. Parents or students may purchase this insurance through the Excelsior Charter Schools Business Office.

Costs:	Annual Premium	\$50
	Deductible:	\$25 1st Incident
		\$75 2nd Incident

After the 2nd Incident, the parent/student will be charged the actual repair/replacement cost.

Covered in the Policy:	Theft (a law enforcement report must be supplied with the claim request) Damage, Screen Breakage – 1 st Break \$25, 2 nd Break \$75 Fire, Flood, Other Natural Disaster
Not Covered in the Policy:	Loss Damage other than screen breakage Theft of property not secured such as unlocked car or home, unsecured book bag. Repairs performed by 3rd party repair company

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Damage caused from iPad being kept in an unapproved or non-Excelsior provided case.

Claims:

To file a claim both the parent/guardian and the student must be present. The damaged iPad must be presented (or a police report if theft has occurred). The parent and student will be required to complete a claim form and pay the deductible. Every effort will be made to immediately replace the iPad with the same model the student had. If the same model is not available, the student may receive an older model iPad but will not receive a newer model.

8.2 Personal Home or Homeowners coverage

Students or parents may wish to carry their own personal insurance to protect the iPad in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the iPad. Most insurances will require a rider for electronics and only provide so much coverage and a higher deductible.

8.3 Claims

All insurance claims must be reported to the Excelsior Charter Schools Business Office. Students or parents must file a police or fire report and bring a copy of the report to the Business office before an iPad can be repaired or replaced with Charter Schools Protection.

9. COST OF REPAIRS

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

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Excelsior Charter Schools Student Pledge for iPad Use

1. I will take good care of my iPad.
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 as needed.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any repairs.
8. I will protect my iPad by only carrying it while in the case provided.
9. I will use my iPad in ways that are appropriate, meet Excelsior expectations and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the serial number or iPad sticker on any iPad.
11. I understand that my iPad is subject to inspection at any time without notice and remains the property of Excelsior Charter Schools.
12. I will follow the policies outlined in the *iPad Handbook* and the *Responsible Use Policy* while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the District iPad, case and power cords in good working condition.
16. I will not remove any pre-installed software or profiles - such as Meraki - from my iPad.

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17. I agree to the stipulations set forth in the above documents including the iPad Policy, Procedures, and Information, the Responsible Use Policy, iPad Protection Plan and the Student Pledge for iPad Use. I agree to return the equipment in acceptable condition if I leave Excelsior Charter Schools for any reason.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

_____ Parent/Guardian initial if optional iPad insurance is refused. Parent/Guardian understands that they are responsible for the full cost of the iPad (\$550) in the event it is lost, stolen or damaged.

_____ Parent/Guardian initial of intent to purchase optional iPad insurance. Parent/Guardian understands that the policy will not go into effect until payment is received. Payment must be received within five weeks of iPad pickup and it is the responsibility of the parent/guardian to pay for. Any damage incurred between pickup and insurance purchase is at the cost of the student/parent/guardian.

Student ID Number: _____

iPad Equipment Number: _____
(To be completed by Excelsior Staff)