



1:1 Teaching & Learning Procedures for Grades 5-12

Arlington Community Schools
1:1 iPad Program

It is the desire of Arlington Community Schools to empower and inspire all of our students toward lifetime learning, career success and good citizenship. In support of this mission and to complement the existing technology in our buildings, our 1:1 iPad program seeks to transform teaching and learning by providing students and teachers with new ways to access innovative tools and resources that extend and expand classroom learning. Through the use of a district-assigned iPad, we are creating powerful learning environments that offer our students new, engaging opportunities that target critical thinking and problem solving skills, support responsible communication and collaboration, and prepare our students to live and work in our ever-changing technological world.

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1. Receiving Your iPad and iPad Check In

1.1 iPad (Check-Out)

iPad distribution will begin at the beginning of the school year. The *Parent/Student Agreement Form* must be completed for each student. This form will be shared in the Parent/Student Orientation sessions.

All district-issued iPads remain the property of Arlington Community Schools. The District reserves the right to collect and/or inspect the device at any time and to delete any material or applications deemed inappropriate.

1.2 iPad (Check-In)

The iPad, case, charger, charging cable, and keyboard (HS only) must be returned at the end of the school year in good condition.

If a student withdraws from Arlington Community Schools (ACS) during the school year or is expelled, the iPad and its accessories must be returned at the time of departure. The parent or guardian will be responsible for any damage to the iPad and its accessories and payment for repair or replacement will be required. A member of the school administration (or his/her designee) will review the iPad and its accessories to release the student's responsibility. Report cards and transfer student records may be held from students who do not return the device and its accessories at the end of the school year. Continued failure to return the iPad and its accessories will result in the district filing a theft report and/or civil action against the parent/guardian.

1.3 Insurance

Arlington Community Schools will offer iPad insurance for all students at a rate of \$30. Insurance will provide protection for the iPad for accidental damage, power surge, theft, fire, cracked screens, national disaster and liquid spills. The insurance does not cover an iPad that has been intentionally damaged, lost or misplaced.

2. iPad Care

Students are responsible for the general care and maintenance of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be immediately reported to the student's homeroom teacher. The ACS Technology Department will then be notified to evaluate the equipment.

2.1 General Precautions

- Cables should be inserted and disconnected carefully to prevent damage to the iPad. Always keep cables and earphones with the device.
- iPads must never be left in an unlocked locker or any unsupervised area. Unsupervised areas include: the school grounds and campus, the lunchroom, restrooms, computer labs, library, unlocked classrooms, hallways, etc. Any iPad left in these areas is in danger of being stolen.
- Students are responsible for keeping their iPad's battery charged and ready for school each day.
- Only labels or stickers applied by the ACS Technology Department may be on the iPad. Students should not add, remove, conceal, or alter any of the labels or stickers attached by ACS.
- iPad hardware, cases, and keyboard (HS only) must remain free of any writing, drawing, stickers, graphics or labels that are not the issued property of ACS.
- iPads must not be exposed to direct sunlight, excessive heat, or any food or liquid.
- iPads should be kept away from younger siblings/children and pets.

2.2 Carrying iPads

Students must use the protective iPad case provided by ACS. The provided case has sufficient padding to protect it from daily use and provides a suitable means for carrying the device within the school.

- iPad cases furnished by ACS must be returned with only normal wear and no alterations.
- iPads should always be within the protective case and secured closed when carried.
- Never place an iPad in a book bag that contains food, liquids, or heavy/sharp objects.

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.

- Do not lean on the top of the iPad when it is closed.
- Do not place books or other objects on top of your iPad, or place anything near the iPad that could put pressure on the device.
- Do not place anything inside the carrying case to avoid placing too much pressure and weight on the iPad screen.
- Clean the screen with only a soft, dry cloth or anti-static cloth; no cleansers of any type should be used on the screen.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as this could eventually break the screen.

3. Using Your iPad

3.1 iPads Left at Home

If students leave their iPad at home, they are responsible for getting class work completed as if they had their iPad present at school. Repeat violations may result in action as detailed in ACS’s Student Discipline Policy as set forth in the ACS Policy Manual.

3.2 iPad Undergoing Repair

If an iPad repair/service will take longer than 2 day(s), a loaner iPad may be issued (subject to availability).

3.3 Charging Your iPad’s Battery

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. Students should not expect to charge devices at school. Repeat violations of this rule may result in disciplinary action.

3.4 Lock Screen/Background Photos

- Any media deemed inappropriate by ACS staff may not be used on the lock screen or set as a background photo.
- Pictures/images of guns, weapons, pornographic materials, inappropriate language, alcohol, tobacco, drug, gang related symbols or pictures are prohibited and will result in disciplinary action as set forth in the ACS Policy Manual.

3.5 Sound, Music, Games, Books, and Apps

- The District-assigned iPad has limited storage that is designated for educational use only.
- Personal music, games, and/or apps are not allowed on the iPad.
- Students are responsible for having earphones at all times. Earphones are not provided by the District or school and must be furnished by the parent/guardian. Earphones may only be used in the classroom with permission from the teacher and for instructional purposes. Earphones should not be used between classes or while walking in the hall.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students are not permitted to use a PERSONAL iTunes account to download apps, music, games, and books.

3.6 Off Campus Internet Access

While Internet access at home is helpful, it is not required. Students are allowed to connect to wireless networks on their iPads. This will assist them with iPad use while at home or at the library. Internet use outside of the school will be filtered. It is the responsibility of the parent/guardian to monitor their child’s Internet use outside of school.

Students should not use their iPad to access social media sites and non-district issued games and apps.

The guidelines set forth in this **1:1 Teaching & Learning Procedures for Grades 5-12** and policies set forth in the ACS Policy Manual are applicable to off campus Internet use of an ACS provided device. Any violation of this **1:1 Teaching & Learning Procedures for Grades 5-12** and/or any ACS Policy will result in disciplinary action as set forth in the ACS Policy Manual. The iPad is the property of Arlington Community Schools and as a result may be seized and reviewed at any time. Students have no expectation of privacy of materials found on the district-issued iPad or a district-issued Office 365 email account.

4. Managing Your Files and Saving Your Work

4.1 Saving to the iPad

Students should save work to the District provided Office365 email account, **Apple iCloud** associated with the ACS issued student iTunes account, or the student Learning Management System account. Storage space will be available on the iPad, but it will not be backed up in the case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work. The District accepts no responsibility for lost data.

4.2 Network Connectivity

The ACS School District makes every effort to ensure that the network is up and running 100% of the time. However, in the rare case that the network is down, the District will not be responsible for lost or missing data.

Students shall not use applications that bypass ACS proxies and filtering or to participate in hacking.

5. Apps On iPads

5.1 Apps Installed by the District

The apps installed by ACS must remain on the iPad in usable condition and be easily accessible at all times. Periodic checks of iPads will be made to ensure that students have not removed required apps. Violations may result in disciplinary actions as provided in the ACS Policy Manual.

5.2 Inspection

Students may be selected at random to provide their iPad for inspection. If a student's device is requested for an inspection, passwords to unlock the device must be provided. ACS reserves the right to confiscate the device for any reason at any time if inappropriate materials are found on the device or if suspicious activity is suspected.

5.3 Procedure for Re-loading Apps

If technical difficulties occur, the iPad may need to be restored from a District backup. *The school/District does not accept responsibility for the loss of any documents deleted due to a re-format and re-image.

5.4 App updates

Updated versions of apps are available from time to time. Students may be required to check in their iPads or accept prompted operating system/app commands for periodic updates. *Students shall not connect iPads to any computer for the purpose of syncing.

5.5 Apple ID

Apple School Manager will be utilized to create managed Apple IDs for our student iPads. Apps and content will be distributed to the iPads by the district. Students may not use a PERSONAL iTunes account to download apps, music, books, and/or games to the iPad.

6. Student Email

6.1 Email

An ACS Microsoft Office 365 for Education account has been created for students in grades 5-12. The creation of this account provides access to email and the online Microsoft Office 365 for Education suite, which includes Word, Excel, PowerPoint, OneDrive, and OneNote. This account also enables students to download the newest version of Microsoft Office to a personal computer/device. Through the use of these electronic resources, students will be able to collaboratively create, edit, and share files and websites for school related classwork or projects and communicate with teachers and students via email. To safeguard our students, emails are restricted to inside the ACS domain, which ensures that students can only send and receive messages from other ACS email accounts. Email accounts and OneDrive files shall be filtered, monitored, and archived.

Malicious and/or illegal misuse of my email and/or Microsoft Office 365 for Education account, computer files, or the system network could result in legal prosecution. Arlington Community Schools Microsoft Office 365 for Education accounts are for educational purposes only and are provided as a privilege by Arlington Community Schools. Students should not share email passwords with anyone, except a parent/guardian. Please note the following:

1. Administrators and/or their designee have the right to review any files and communications to maintain system integrity and ensure that students are using the system responsibly. All student email is archived in accordance with Federal regulation.
2. Files and any other information or communication stored on any electronic equipment owned or operated by Arlington Community Schools are not private and will not be maintained indefinitely.
3. Failure to abide by the terms of this agreement may result in disciplinary action up to criminal prosecution by government authorities.

7. Acceptable Use

Using the technology resources provided by the ACS School District is not transferable or extendable by students to people or groups outside the district and terminates when a student is no longer enrolled in an ACS school. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. Violations may result in disciplinary action up to and including suspension/expulsion for students or legal action.

7.1 Parent/Guardian Responsibilities

- Talk to your child about the values and standards that should be followed when using the iPad and the Internet, just as you would on the use of any media such as telephones, cellphones, movies, television, music, social media, etc.
- Review and complete the Parent/Student Agreement Form.
- Review this **1:1 Teaching & Learning Procedures for Grades 5-12** and the ACS Policy #4.406, Use of the Internet¹ with your child and make sure they understand the expectations on the use of the iPad.
- Remind your child that the intentional damage, misplacement and/or loss of the district-owned iPad is the financial responsibility of the family and that the equipment should be used and handled responsibly.

7.2 Student Responsibilities

- Read, understand and follow the guidelines set forth in **1:1 Teaching & Learning Procedures for Grades 5-12** and the ACS Policy #4.406, Use of the Internet.
- Use iPads, computers, and other technology devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that applies to iPad/computer use.
- Use technology resources in an appropriate manner that does not result in the informational damage of school equipment.
- Secure iPad devices against loss or theft.
- Help ACS protect our computer system/device by contacting an administrator about any security problems they may encounter.

¹ ACS Policy # 4.406, Use of the Internet, will be updated August 22, 2017 to reflect the 1:1 Teaching and Learning Program.

- Monitor all activity on their account(s) and report suspicious activity to a teacher immediately.
- Secure their iPad after they are done working to protect their work and information. Securing the iPad includes storing the device out of sight and in a restricted access location, such as their locked school locker.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to inform a teacher or administrator.
- Students should use their email account responsibly. They should only send out individual or group emails for educational purposes.
- Refrain from plagiarizing works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.
- Respect the rights of copyright owners.
- Maintain the iPad and its accessories in good working order.
- Report a malfunctioning, damaged, lost, or stolen iPad immediately to a teacher or administrator.
- Make sure the iPad is fully charged and ready for school use each day.

7.3 Student Activities Strictly Prohibited:

- Illegally installing or transmitting copyrighted materials.
- Violating ACS Board Policies, Procedures or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, harassing, demeaning, or sexually explicit materials.
- Sending or posting pictures or recordings without teacher approval. Pictures or recordings should only be taken for school related projects and assignments and must be approved for use by the teacher.
- Selling student works.
- Using outside data disks or external attachments without prior approval from the administration.
- Changing iPad settings (exceptions include personal settings such as font size, brightness, etc.)
- Spamming/sending mass or inappropriate emails.
- Gaining access to other students' accounts, files, and/or data.
- Using the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
- Using anonymous and/or false communications to mislead, harm, bully, or harass another person is strictly prohibited.
- Revealing any personal information, including, name, phone number, address or names and numbers of any other students.
- Using another individual's username or password for any technological resource.
- Participating in credit card fraud, electronic forgery, or other forms of illegal behavior.
- Vandalizing (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.
- Bypassing the ACS web filter through a web proxy, device or phone tethering, and any other means.
- If using the device on a non-ACS provided network, using websites and information that violate these procedures.
- Sending or displaying offensive message or pictures.
- Using obscene language.
- Harassing, insulting, defaming or attacking others.
- Damaging computers, computer systems or computer networks.
- Hacking or attempting unauthorized access.
- Trespassing in another's folders, work or files.
- Intentionally misusing resources.
- Using another's password or other identifier (impersonation).
- Buying or selling on the Internet.

8. Repairing or Replacing Your iPad

8.1 Damage, Repair and Theft

ACS provides iPads to students to enhance their education. It is incumbent upon parents to stress to their children the importance of taking care of these devices while they are in their possession. ACS offers parents or guardians insurance coverage for the iPad. The insurance covers accidental damage, power surge, theft, fire, cracked screens, natural disasters and liquid spills for the iPad but not its accessories. The parent or guardian is financially responsible for the damage or loss to accessories even if insurance is purchased. The cost of this insurance is \$30. The parent or guardian is financially responsible for iPads and/or iPad accessories that are intentionally damaged, lost, or misplaced, even if insurance has been purchased.

If no insurance is purchased through ACS, the parent or guardian assumes financial responsibility for the iPad and its accessories. Uninsured iPads that are damaged, either during or outside of school, are subject to the repair costs below. Prices are subject to change without notification.

- LCD Replacement - \$320
- Touch Digitizer Replacement - \$220
- LCD/Touch Digitizer Replacement - \$370
- Damaged ports - charge will depend on the port and the extent of the damage
- Charger - \$19
- Charging Cable - \$19
- Middle School Case - \$49.95
- High School Case - \$39.95
- High School Keyboard - \$169

Parents/guardians and students are not allowed to attempt repairs themselves or contract with any other individual or business to repair school owned equipment. This will void the warranty on the device. All repairs must be performed by Arlington Community Schools or their designee.

The cost for total replacement of each device is listed below.

- Elementary/Middle School - iPad with case - \$399
- High School - iPad Pro with case and keyboard - \$879

*Prices are subject to change without notification. All checks should be made payable to Arlington Community Schools Board of Education.

8.2 Reporting Damage

If an iPad becomes damaged, the student must report the damage to their homeroom teacher and the teacher will report it to the ACS Technology Department. Damage must be reported within 60 days. If insurance was purchased by the parent/guardian, ACS or its designee will repair the device. No additional payment will be required from the parent. If insurance was not purchased, the parent or guardian is financially responsible for the repair or replacement of the device. All uninsured repairs must be completed by the end of the school year.

8.3 Reporting Theft

In the event the iPad is stolen, the student and parents/guardians should follow the steps below as appropriate. The school will notify the ACS Technology Department.

Theft Outside of School

Parent/guardian must report it to the principal within four (4) days. The parent/guardian will immediately notify the appropriate police department and obtain a copy of the police report. The copy of the police report should include the iPad's serial number and ACS asset tag number. A copy of the police report must be submitted to the school within ten (10) business days. Failure to do so will result in a theft report

being filed against the parent/guardian with the Shelby County Sheriff's Department or the filing of a civil action.

Theft At School

The student will immediately notify their homeroom teacher who will inform school administration. A report will be filed with the Shelby County Sheriff's Department and a copy will be provided to the main office. The copy of the police report should include the iPad's serial number and ACS asset tag number.

If insurance was purchased and the iPad is stolen, the parent or guardian must pay a \$200 deductible to ACS and present a copy of the Police Report and the iPad will be replaced by ACS. If insurance was not purchased and the iPad and/or its accessories are stolen, the parent or guardian will be responsible for the total replacement cost of the iPad and its accessories.

8.4 Lost, Stolen, or Damaged Accessories

ACS insurance does not cover damaged, lost or stolen iPad accessories. It is the financial responsibility of the parent/guardian to pay to replace a lost, stolen, or damaged accessory. Replacement parts must be purchased through ACS. Parents/guardians may not supply replacements. Costs are listed below.

- Lost/Damaged Lightning Power/Sync Cable Fee - \$19
- Lost/Damaged Power Adapter Fee - \$19
- Lost/Damaged Middle School Case - \$49.95
- Lost/Damaged High School Case - \$39.95
- iPad Pro Keyboard - \$169

*Prices are subject to change without notification. All checks should be made payable to Arlington Community Schools Board of Education.