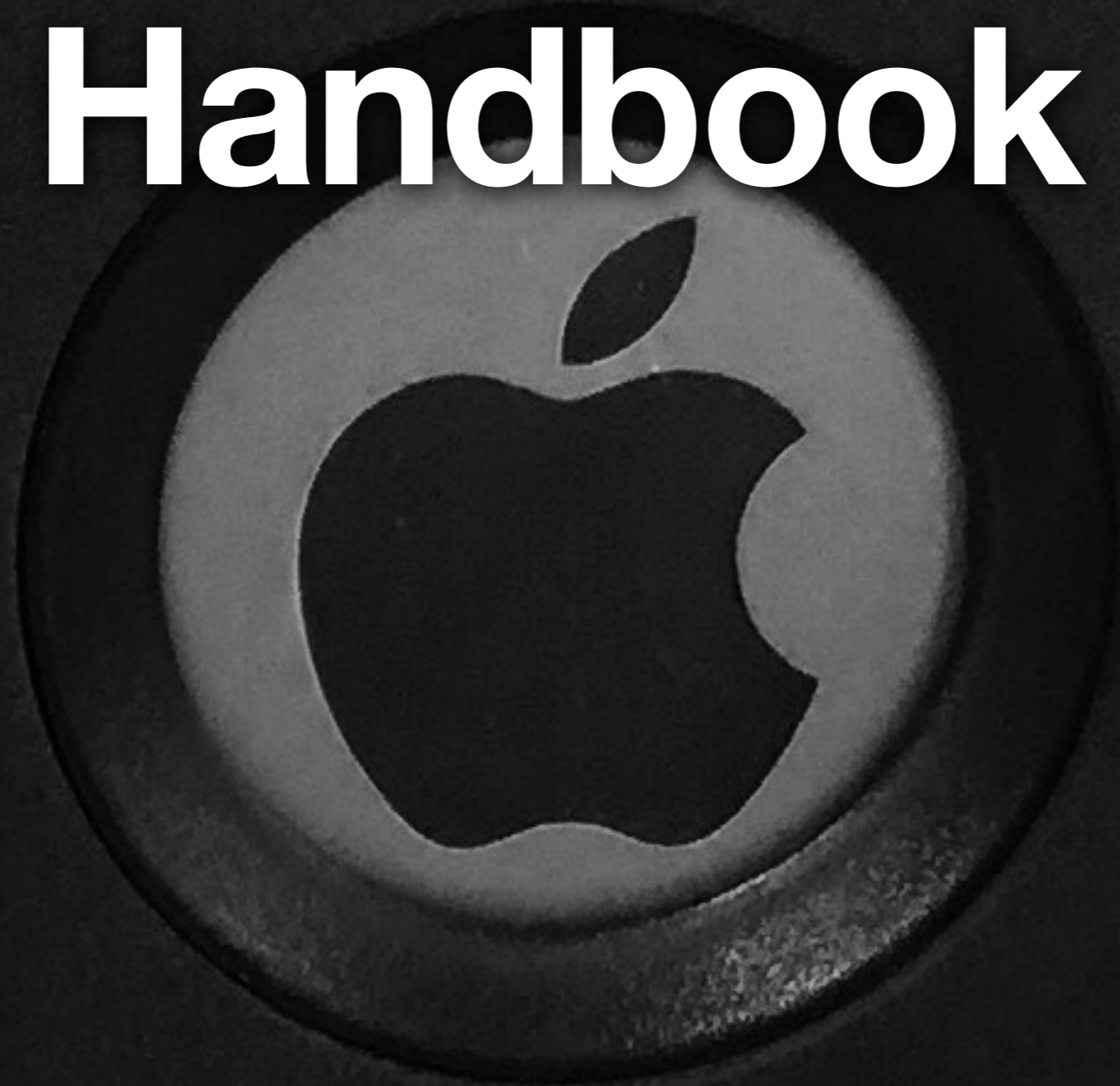


KNOX COUNTY R-I SCHOOL DISTRICT

# iPad Handbook



2020-2021

## Chapter 1

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# KC Innovate

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*“It is not about the technology; it’s about sharing knowledge and information, communicating efficiently, building learning communities and creating a culture of professionalism in schools. These are the key responsibilities of all educational leaders”. – Marion Ginapolis*



# Statement of Intent

## WE BELIEVE...

1. Students should enjoy learning as they are prepared for post-secondary goals and opportunities to become productive citizens.
2. Students should be empowered to become life-long learners and critical thinkers and to work to their highest potential.
3. Open communication between all stakeholders fosters a safe, caring, respectful learning environment.
4. High quality curriculum, instruction, and assessment ensure that all students achieve a firm foundation in basic academic skills.
5. Students should demonstrate physical, social, and emotional well-being.
6. Students should learn and practice responsible behavior, integrity, and respect for others.

The Knox County R-I School District innovation Initiative intends to provide 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 access to technology through the use of the Apple iPad.

Individual use of iPads provides a way to empower our students to maximize their full potential as well as prepare them for all future endeavors wherever their educational journeys may take them. This program is about learning, and that learning results from dynamic and engaging interaction among students, parents, educators, and the community as a whole. The vital role of the teacher is not diminished as a result of the immersion of technology, it is actually transformed from being that of teacher-directed learning to learning that is teacher-facilitated. Teaching and learning through the integration of iPads not only increases student engagement and ownership of learning, but allows for effective transformation of curriculum that can take place anywhere and at anytime.

The policies, procedures, and information within this document apply to all Knox County School District iPads. The information and agreements found here represent a clear and comprehensive attempt to explain to our parents, students, and teachers, the level of responsibility necessary to participate in this initiative. The Knox County School District reserves the right to make any additions or alterations to this policy necessary in order to insure the effectiveness of this initiative as well as the safety and well-being of all of our students.

# Goals for Student Users...

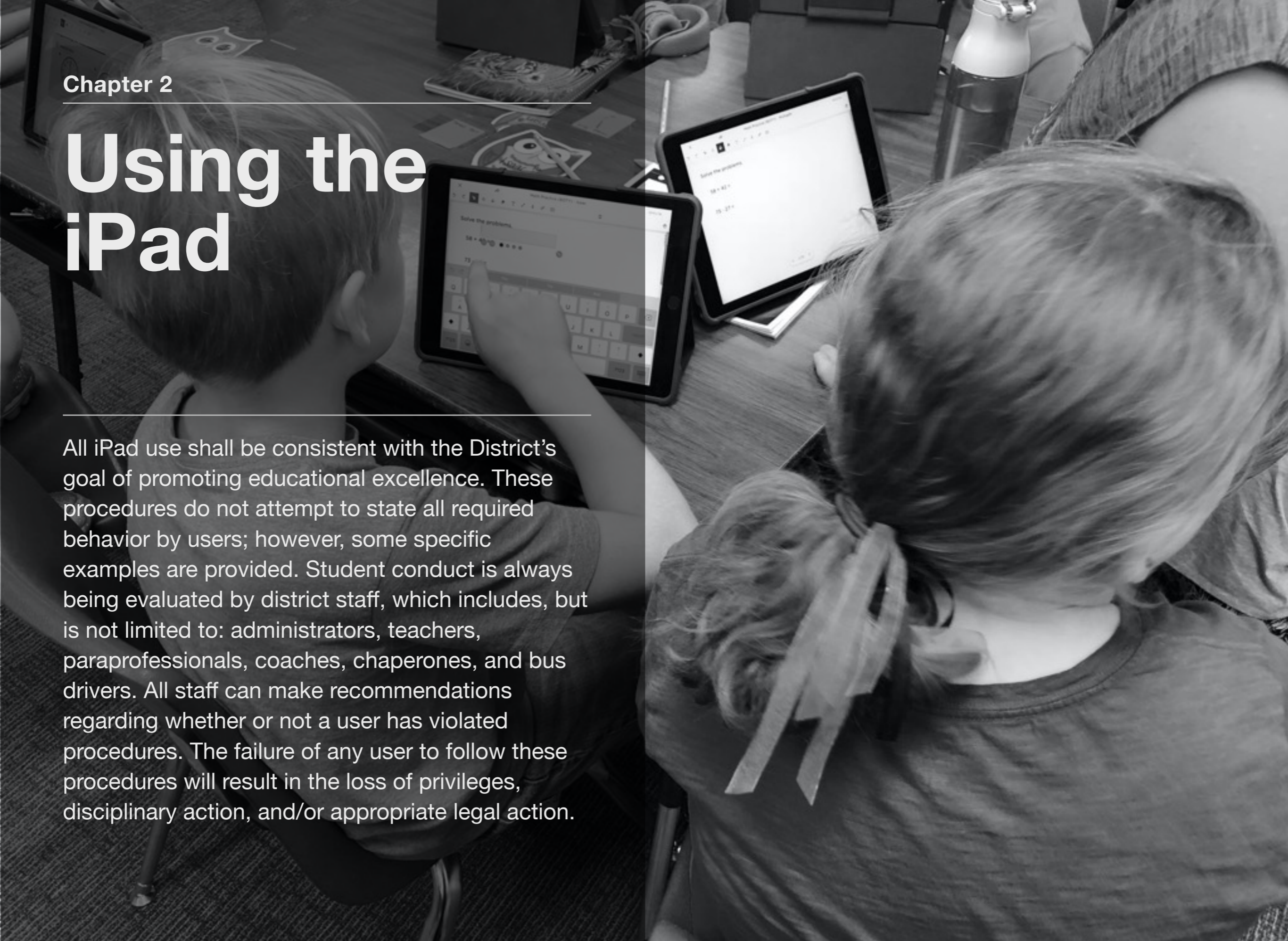
- To become more engaged in their learning by actively being involved in learning and thinking critically.
- To increase student productivity and organization both in and outside of the classroom when completing assignments, projects, and other activities assigned in all classes.
- To promote leadership in one's own learning by establishing access to educational resources and providing a host of tools to craft information in ways that support specific curricular areas.
- To encourage discussion and collaboration among both teachers and peers.

All users of the iPad will be required to review this document, as well as sign an agreement with the district to protect the hardware and software inherent with this technology. Participation in this initiative also requires frequent review with the administration and Technology Department to assess the included components and level of use through the course of the instructional day.



# Using the iPad

All iPad use shall be consistent with the District's goal of promoting educational excellence. These procedures do not attempt to state all required behavior by users; however, some specific examples are provided. Student conduct is always being evaluated by district staff, which includes, but is not limited to: administrators, teachers, paraprofessionals, coaches, chaperones, and bus drivers. All staff can make recommendations regarding whether or not a user has violated procedures. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.



# Acceptable Use of iPads

## Managed Apple IDs

All students in grades K-12 will have a school issued managed Apple ID. Managed Apple IDs are created and managed by the school district and cannot be used on devices outside the school issued iPad. A managed Apple ID has no commerce meaning, students can not use the Apple ID to purchase apps, music, or books. All needed content will be pushed to iPads by the district for student use in class.

## Disclaimer

Knox County Schools makes no warranties of any kind, whether express or implied, for the service it is providing. The district will not be responsible for any damages the user suffers. This includes the loss of data or service interruptions. Use of any information obtained via the Internet is at the user's own risk.

## Find My iPad

Each iPad has the ability to be remotely located using the Apple ID assigned to it. This feature will be utilized when the location of the device is unknown.

## Privileges

The use of the District's iPad is a privilege, not a right, and inappropriate use may result in those privileges being denied, revoked, or suspended at any time. The iPad is subject to routine monitoring by district staff. The district reserves the right to supervise all iPad use, or to confiscate and search a student's district-owned iPad to ensure compliance with the Acceptable Use Policy. In the event of disciplinary action, completion of all class work remains the responsibility of the student.

## **Security**

Network security is a high priority. The school's content filter is Securly, the content filter will be applied at all times. The filter will report any unacceptable use to the schools server. If a user can identify a security problem, the user must notify the district technology staff immediately. Do not demonstrate the problem to others. Keep your account and passwords confidential at all times. You should never use another individual's account. Any user identified as a security risk may be denied access to the iPads.

## **Hot Spots**

In the event that internet access is needed at home to complete assignments or to continue education during school closure, please contact the school. Temporary internet access points, or hotspots, will be available for family home use. If you are needing access, please contact the school.

## **Software Applications (Apps)**

The apps and operating system originally installed must remain on the iPad in usable condition and be easily accessible at all times. Students will be granted permission to customize certain aspects of the iPad, however appropriate media must be used.

## **Vandalism**

Vandalism is any attempt to harm or destroy hardware, software, or data of another user, the Internet, or any other network. This also includes modifying the iPad in any way other than instructed by district staff and applying any permanent marks, decorations, or modifications to the iPad. Vandalism may result in replacement or repair costs and/or disciplinary action.

## **Unacceptable and Strictly Prohibited use**

The user is responsible for his or her own actions and activities involving the iPad. Some examples of unacceptable uses are as follows:

- Using the iPad for any illegal activity, including violation of copyright, or transmitting any material in violation of any state or federal law.
- Unauthorized downloading of Apps or any other media such as videos, music, or images.
- Hacking or gaining unauthorized access to files or resources.
- Invading the privacy of individuals, that includes the unauthorized access or disclosure of information about anyone that is of a personal nature including a photograph, video, or audio recording.



- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
- Use of online resources selling term papers, book reports, and other forms of student work.
- Sending mass or inappropriate emails.

# Receiving and Returning iPads

## Receiving Your iPad (Check-Out)

1. In order to receive your district-owned iPad, all students and their parents/guardians are required to attend an iPad Roll-out. An iPad Roll-out will be scheduled prior to the beginning of each school year.
2. To receive an iPad the student and a parent/guardian must not only attend the the Roll-out, but must carefully read this student iPad handbook and sign the Parent/Student iPad User Agreement and complete all relevant paperwork. If electing to take the iPad home, the Technology Protection Plan payment must be submitted in order for the iPad to leave school property. The Student iPad User Agreement must be signed and turned in or the student will not be assigned an iPad.
3. All iPads remain the property of the Knox County R-I School District. The district reserves the right to collect and/or inspect your device at anytime and to delete any material or applications deemed inappropriate.

**At the iPad check-out, you will rotate through stations to complete the following tasks. All tasks must be complete before the iPad can go home.**

- Pay Protection Plan fee**
- Pick up iPad, charger, and case**
- Download the iPad Handbook**
- Sign the iPad Agreement**
- Sign the Acceptable Usage Policy (for Internet access)**

## Returning Your iPad (Check-In)

The iPad, Case, Charger, and Charging Cable must be returned at the end of each school year in good condition for maintenance, cleaning, and software installations. Students will most likely receive the same device at the beginning of the next school year. All iPads, Cases, Chargers, and Charging Cables will be checked in prior to summer break.

If enrollment at Knox County Schools is terminated for any reason (e.g., transfer, graduation, expulsion), all of these items must be returned on the date of termination or withdrawal.

Failure to return the iPad will result in a theft report being filed. If an iPad is returned damaged beyond repair the student will be responsible for the full replacement cost of the iPad.

### Replacement costs for damaged/missing items:

<b>iPad (total replacement)</b> .....	\$299.00
<b>iPad screen</b> .....	\$45.00
<b>iPad Case</b> .....	\$35.00
<b>Apple Charger (The box)</b> .....	\$19.00
<b>Apple Charging Cable</b> .....	\$19.00 each (Must be an Apple Charger)

Chapter 3

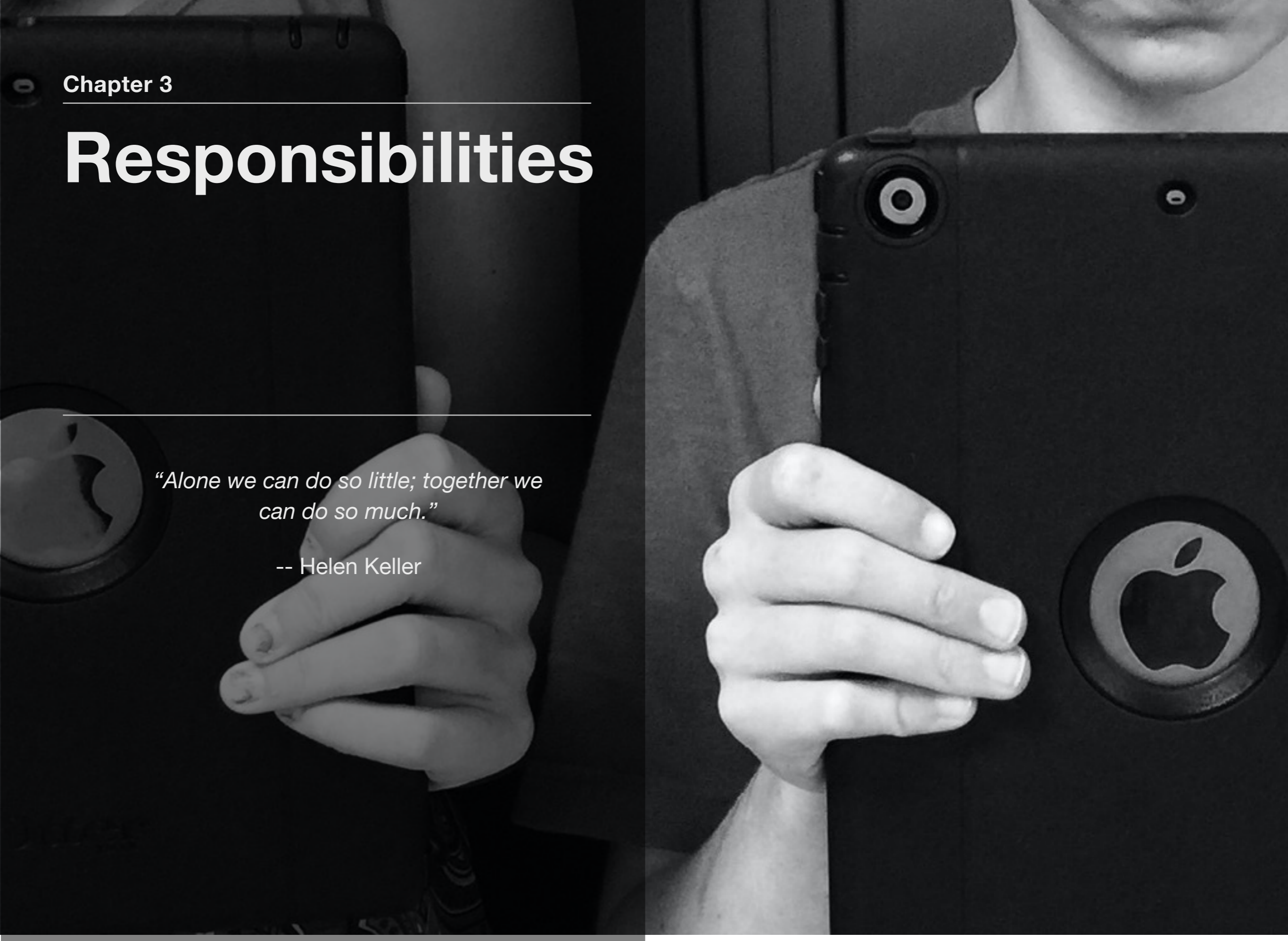
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# Responsibilities

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*"Alone we can do so little; together we  
can do so much."*

-- Helen Keller



## Section 1

# Parent/Gaurdian Responsibilities

### As a parent or guardian of a student with an iPad be sure to take time to...

- Talk to your children about the values and standards of all media such as television, telephones, movies, music, and radio.
- Remind your children that misuse or damage to district-owned technology, including the iPad, is the financial responsibility of the family and that great care should be taken to treat the equipment properly and with respect.
- Review the Student iPad User Agreement with your child and make sure they understand fully the expectations on the use of the iPad at all times.

### Parents/Guardians' Guide to Safe iPad/Internet Use

The Knox County R-I School district recognizes that with new technologies come new challenges to both teachers and parents. Below are some tips drawn from a wide variety of professional sources that may aid you in effectively guiding your child's use of the iPad and internet.

#### Interactive 3.1 Parent's Guide to Safe iPad/Internet Use



*Watch this slideshow for helpful tips to keep your student safe when using technology.*

# Student Responsibilities

## Student responsibilities regarding the use of the iPad include...

- Use all technology devices and apps/media in a responsible, ethical, and safe manner.
- Proper care and maintenance for the iPad and all provided accessories.
- Obeying general school and district rules concerning behavior and communication.
- Helping Knox County Schools protect its technology and systems by contacting a district staff member about any security problem they may encounter.
- If a student receives an email containing inappropriate or abusive language or if the subject matter is questionable, he/she should inform the school administration as soon as possible.
- Return their iPad to the school at the end of the school year or at time of un- enrollment/transfer to another school district. Students who withdraw, are suspended or expelled, or terminate enrollment in the Knox County R-I school district for any other reason must return their district-owned iPad on the date of termination.

# School District Responsibilities

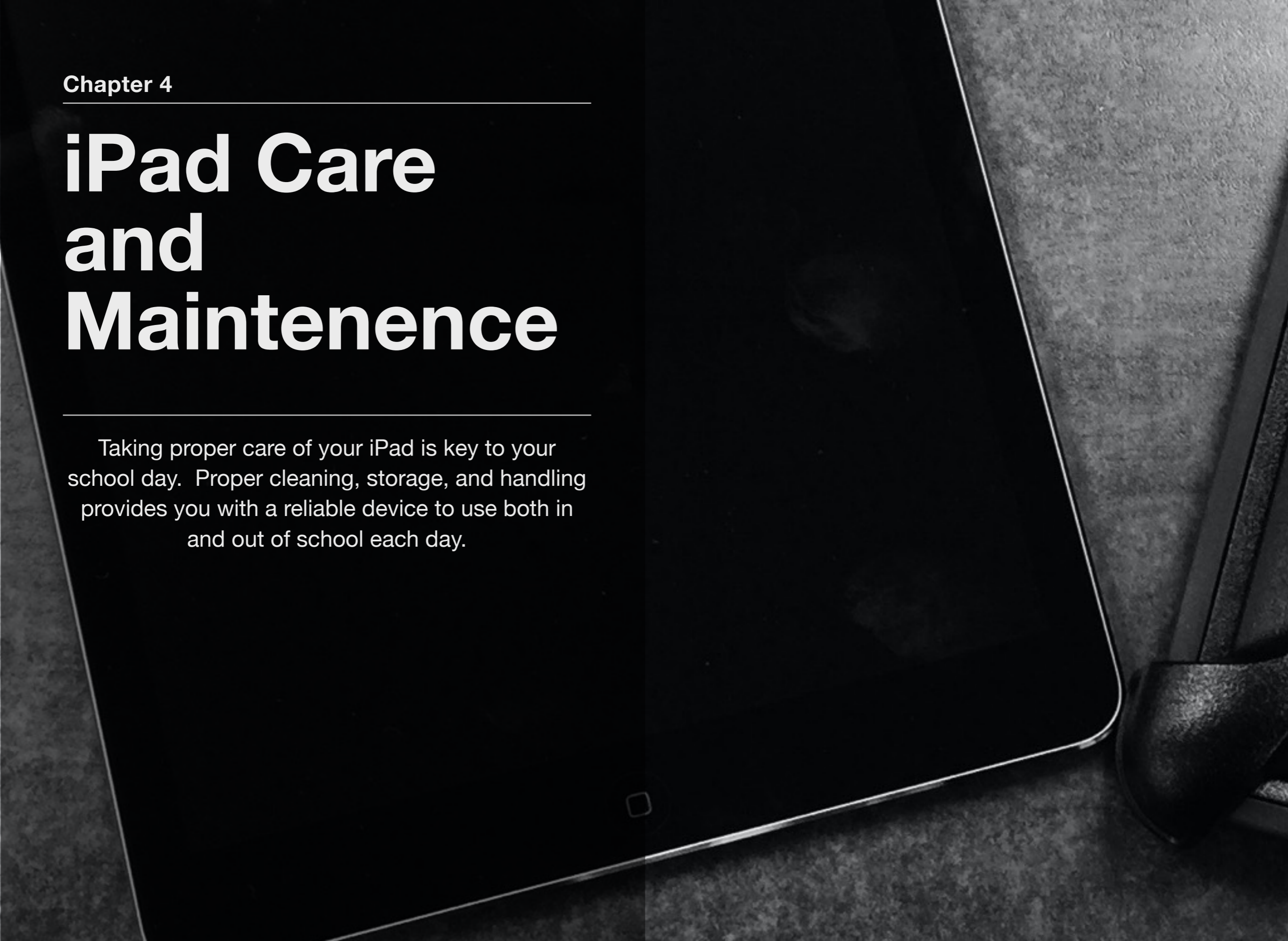
**As part of the 1:1 program the Knox County R-I School District assumes the following responsibilities...**

- Provide iPads for students.
- Provide Internet and email access to students at school.
- Educate students and staff on the appropriate use of technology tools. Including but not limited to apps and social media such as Facebook, Twitter, and Youtube.
- Provide Internet blocking of inappropriate materials while on the school district's network.
- Provide network data storage areas. These will be treated similar to school lockers. The school district reserves the right to review, monitor, and restrict information stored on or transmitted via school-owned equipment and to investigate inappropriate use of resources.

# iPad Care and Maintenance

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Taking proper care of your iPad is key to your school day. Proper cleaning, storage, and handling provides you with a reliable device to use both in and out of school each day.





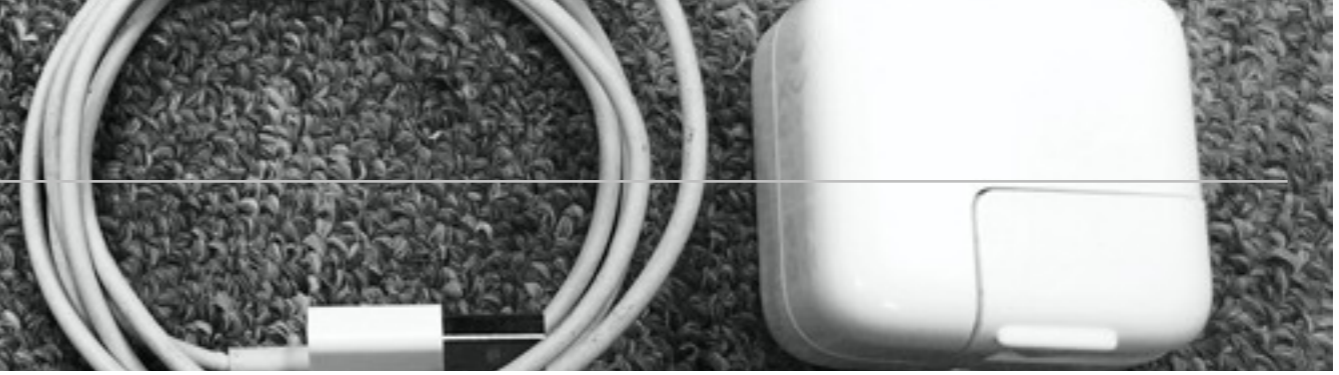
# General Care

**The iPad is the property of the Knox County R-I School District and all users must follow all rules and regulations outlined in this policy. Students are responsible for the general care of the iPad and the charger they have been issued.**

- Do not attempt to gain access to the internal electronics or repair your iPad. If your iPad fails to work or is damaged, report the problem to the Technology Department as soon as possible. The technology staff will determine iPad repair/replacement options. You may be issued a temporary iPad, or other materials, until your iPad is working properly or replaced.
- Each iPad has the ability to be remotely located. This feature must be turned on by the student with his/her school issued Apple ID. If a student turns this feature off, it is not the responsibility of the district to locate the lost device.
- Each iPad has a unique identification number as well as student identification label and at no time should the numbers or labels be modified or removed.

- Do NOT lend your iPad to another person. Each iPad is assigned to an individual, and the responsibility for the care of the iPad solely rests with that individual.
- Keep your iPad off of the floor where it could be stepped on or tripped over.
- Never leave your iPad unattended.
- Unless an assignment requires the iPad to be brought out in public, like at a store or at a restaurant, or at the park; iPads should only be used in school or at home. They should not be left out in plain sight or where they can easily be stolen or lost.
- Do not plug in any external devices into the charging port of your iPad.

# Battery and Charging



## **Proper charging and care for the battery of your iPad will prolong your battery life.**

- Your iPad comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories.
- A charger and charging cord will be issued to each student with his/her iPad. Cords that are broken or frayed must be replaced.
- The iPad is designed for daily use; therefore, each iPad must be charged at home, using the provided Apple wall charger, and brought to school ready for use each school day.
- Fully charged iPad batteries will typically last 8-10 hours in use. Waiting to charge the iPad until the charge is low (less than 20% battery life or red indicator light) will extend the battery life.
- iPads should never be left in a hot car or similar environments, as damage to the battery will result.
- Use only an Apple iPad charger and cord. Other off-brand cords or iPhone chargers can cause damage to the charging port and/or battery.

# Storage and Carrying

**Your iPad comes with a case. The protective case provides the iPad with sufficient padding to protect it from normal treatment and provides a suitable means for carrying the device in and out of school. Leave the iPad in its case at all times. If an iPad is removed from the case the technology waiver becomes void and the student will be responsible for the full repair cost.**

- iPad cases furnished by the school must be returned with only normal wear and no alterations to avoid paying a replacement fee.
- Students are responsible for replacing damaged/broken iPad cases. Replacement iPad cases are available for purchase for \$35.00.
- iPads and iPad cases must remain free of any writing, drawing, stickers, or labels. Only labels placed on the iPads by the Knox County Technology Department are allowed.
- Never expose an iPad to long-term temperature extremes or direct sunlight. An automobile is NOT a good place to store an

iPad. The iPad has been known to stop functioning outside when the temperature rises too high or too low.

- The iPad is an electronic device, and care must be exercised when handling the iPad. Do not throw or slide an iPad. Never throw a book bag that contains an iPad. Never place an iPad in a backpack that contains food, liquids, heavy, or sharp objects.
- iPads should not be used outside on the playground, in the locker room, or in any bathrooms.

# iPad Screen

**The iPad screen is the most sensitive piece of the device. However, it is also designed to withstand daily tapping, swiping, and other gestures made when using the iPad. Proper care of your iPad can prevent damage.**

- iPads do not respond well to liquids. Avoid applying liquids to the iPad. The iPad can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings.
- Do NOT use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad. Use of unapproved cleaners may remove the protective film covering the screen of the iPad.
- While the iPad is scratch resistant, it will scratch. Avoid using any sharp objects on the iPad.

- The iPad screen is glass and is vulnerable to cracking. Never place heavy objects on top of the iPad and avoid dropping your device. Careful placement in your backpack is important.

# Technology Protection Plan

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Accidents happen. To help cover the cost of iPad damage, each family is responsible for paying the fee associated with the technology protection plan. This chapter will cover the protection plan information.

# iPad Protection Plan

## Protection Plan Fee

Each student is responsible for paying a protection plan fee before he/she will be allowed to take the device home. The fee should be paid to the Knox County R-I school district. The fees are listed below:

One Student..... \$5.00

Family (2 or more students)..... \$10.00

## Repair Fee

If a student's iPad needs to be repaired, he/she will be responsible for paying a repair fee of \$45.00. This is in addition to the protection plan fee paid at the beginning of the school year. The repair fee will cover repairs such as screen and/or button replacement. The repair fee must be paid before the iPad will be allowed to go home again. A loaner iPad may be issued, if available, while the student's device is being repaired.

## Device Replacement

In the event that an iPad is damaged beyond repair, the student will be responsible for paying the full replacement cost of the iPad. Students are also responsible for replacing the device if it is not returned at the end of the school year or at the time of unenrollment. Replacement cost will be determined by current value, using depreciation calculations

# iPad Handbook Agreement

After carefully reading and discussing the information contained in this handbook, please review the iPad agreement. This agreement must be signed and returned to school. The school district will provide you with a paper copy of this agreement.

## Knox County R-I Schools Student Pledge for iPad Use

- I will use my iPad in appropriate ways that meet Knox County Schools expectations and only for educational benefits.
- I understand that the iPad is property of the Knox County R-I School District and is subject to inspection at any time.
- I will not use my iPad to spread any harmful communication via emails, journals, blogs, web pages or any other form of communication.
- I will always follow the policies of the Acceptable Use Policy and the iPad Usage Policy.
- I will take good care of the iPad to ensure it remains in good, working condition.
- I will never leave the iPad unattended.
- I will charge and bring my iPad to all my classes.
- I will not alter the iPad with writings, marking, stickers, or software/apps.
- I will not attempt any repairs.

## Knox County R-1 Schools Student Pledge for iPad Use

- I will use my iPad in appropriate ways that meet Knox County Schools expectations.
- I understand that the iPad is property of the Knox County R-1 School District and is subject of inspection at any time.
- I will not use my iPad to spread harmful communication via emails, journals, blogs, web pages, social media, or any other form of communication.
- I will always follow the polices of the Acceptable Use Policy and the iPad Usage Policy.
- I will take good care of the iPad to ensure it remains in good, working condition.
- I will never leave the iPad unattended.
- I will not alter the iPad with writings, markings, stickers, or any other from of defacing.
- I will charge and bring my iPad to all my classes on a daily basis. I understand the failure to not have my iPad ready for all classes can result in disciplinary action.
- I will not attempt any repair on the iPad, try to reassemble it in any way or alter any software/apps that are provided.
- I will file a police report in case of theft.
- I will inform the teacher immediately of any issues with my iPad.
- I will be responsible for all damages to the iPad and ensure an iPad is returned with its charging cord/adapter and protective case in good condition. This is an obligation for graduation.
- Cost of repairs/replacements:
  - Screen - \$45.00
  - Charging cord - \$19.00
  - Charging block - \$19.00
  - iPad case - \$35.00
  - iPad replacement - \$295.00

Student Name \_\_\_\_\_ Grade (2020-2021) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parents Signature: \_\_\_\_\_ Date \_\_\_\_\_