



New Albany High School



iPad Handbook and User Agreement

New Albany High School School is proud to offer our Students Apple iPad devices for use at school and at home. The 1:1 iPad Program, which provides mobile computing and wireless technology to New Albany High School Students, has been designed to enhance the delivery and individualization of instruction.

For students and parents/guardians, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving an iPad.

- Students will receive instruction from school staff on the proper use of the iPad.
- Students will be able to take the iPad home during the school year.
- Students are expected to treat the iPad as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the iPad unattended or in the passenger area of a car.
- Students must take precautions to prevent damage to the iPad; for example do not leave the iPad where there is danger of coming in contact with moisture, excessive heat or cold. Between 40 Degrees – 90 Degrees. This would include protecting the machine from inclement weather.
- The iPad comes with preloaded apps and must not be removed. Students may load additional apps onto the machine while following the guidelines of the Acceptable Use Policy.
- Students are to use the iPad to access only socially and educationally appropriate materials and websites.
- Parents/students are charged with full responsibility for any financial obligations incurred from the inappropriate use of the iPad.
- Students are to use the iPad in accordance with the New Albany High School Acceptable Use Regulations and to maintain the iPad in accordance with the procedures and information provided.
- Students are expected to adhere to any additional requirements set forth by the classroom teacher.
- iPads are the property of New Albany Public Schools and may be returned at the end of the academic year.
- Since the iPads are the property of New Albany High School, officials of the school have the right to review all material stored on or accessed by any iPad. School officials may revoke a student's iPad use privileges for misuse or violation of policies.

The 1:1 iPad initiative, which has been adopted by New Albany High School, will enhance learning for our students using 21st Century Skills. Learning results from continuous dynamic interaction among students, educators, parents, and the extended community. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

Table of Contents

1. Receiving Your iPad & iPad Check-in	
1.1 Receiving Your iPad	4
1.2 iPad Inspection	4
1.3 Check-In Fines	4
2. Taking Care of Your iPad	
2.1 General Precautions	4
2.2 Carrying iPads	5
2.3 Screen Care	5
3. Using Your iPad as School	
3.1 iPads Left at Home	5
3.2 iPad Undergoing Repair	5
3.3 Charging Your iPad's Battery	5
3.4 Screensavers and Backgrounds	5
3.5 Sound, Music, Games, or Programs	6
3.6 Printing	6
4. Managing Your Files and Saving Your Work	
4.1 Saving Your Work	6
4.2 Network Connectivity	6
5. Software on iPads	
5.1 Originally Installed Software	6
5.2 Additional Software.	6
5.3 Inspection	6
5.4 Procedure for Re-loading Software	6
6. Acceptable Use	
6.1 Acceptable Use	7
6.2 Network Guidelines.	8
6.3 iPad use agreement.	8
7. Repairing or Replacing Your iPad	
7.1 Schedule of payments.	9
7.2 Claims and AppleCare	9
8. Proper Etiquette for online classroom activities.	9
9. Forms	11

1. Receiving Your iPad & Check-In

1.1 Receiving Your iPad

iPads will be distributed to students and parents through iPad orientation. iPad orientation is mandatory for students receiving their iPad for the first time. Before receiving an iPad, students and parents must sign and return copies of the following documents:

- Student Pledge for iPad Use (Form 2)
- Acceptable Use Policy (Form 1)
- Verification sheet (Form 3)

1.2 iPad Inspection

iPads will be inspected during the final week of school during student checkout so they can be examined for serviceability. If a student transfers out of the New Albany School District during the school year, their iPad **MUST** be returned at that time.

1.3 Check-In Fines

Individual school iPads and accessories must be inspected at the end of each school year. Students who withdraw, are expelled, or terminate enrollment at New Albany High School for any other reason must return their 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, that student will be subject to criminal prosecution or civil liability. The student will also pay the cost of the iPad. Failure to return the iPad will result in a theft report being filed with the New Albany City Police Department.

The student will be responsible for any damage to the iPad, consistent with the District's user Agreement Form and must return the iPad and accessories 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 Media Center for an evaluation of the equipment.

2.1 General Precautions

- The iPad is school property and all users will follow this policy and the Acceptable Use Policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPad and case must remain free of any writing, drawing, stickers, or labels that are not the property of New Albany High School.
- iPads must never be left in an unattended or unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day.
- Students must keep their iPad in the protective case, provided by the school, at all times.

2.2 Carrying iPads

The protective case provided with the iPads has 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.
- Limit the number of items carried within a backpack with the iPad to limit the amount of pressure applied to the iPad screen.
- Avoid bumping the iPad against any surface.

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 at any time.
- Do not place anything near the iPad that could put pressure on the screen
- Do not place anything in your backpack that will press against the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.
- 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 at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed using the iPad. Students are responsible for bringing their iPad to all classes, unless specifically instructed not to do so by their teacher. The iPad is the property of New Albany High School; therefore, school staff and administration have the right to check any material stored on a student's iPad at anytime.

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 leaves their iPad at home it will be considered defiance and students will be written up.

3.2 iPad Undergoing Repair

Loaner iPads may be issued to students when they leave their iPads for repair in the office.

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. Only charge your iPad with the provided charger.

3.4 Screensavers and Backgrounds

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in disciplinary actions.
- Passwords may be used, but students must comply with any administrator to view password-protected material.

3.5 Sound, Music, Games or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the iPad and can be used at the discretion of the teacher.
- Internet games are not allowed to be played during instructional time. If game apps are installed, they must meet the requirements of the Acceptable Use Policy.
- All software/apps provided by the district must remain on the iPad.

3.6 Printing

- Printing will not be available at school.

4. Managing Your Files & Saving Your Work

4.1 Saving Your Work

Storage space will be available on the iPad – but it will not be backed up in 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. We encourage all students to sign up for a virtual cloud storage system on their iPad. (Something similar to Dropbox, iCloud, Google Drive, Etc)

4.2 Network Connectivity

New Albany High School makes no guarantee that the 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. Software on iPads

5.1 Originally Installed Software

The software/apps originally installed by New Albany High School must remain on the iPad. From time to time the school may add software applications for use in a particular course. The licenses for this software are owned by NAHS and will be taken back at the completion of each course. Periodic checks of iPads may be made to ensure that students have not removed required apps.

5.2 Additional Software

Students are allowed to load school appropriate software/apps on their iPads.

5.3 Procedure for Re-loading Software

If technical difficulties occur or illegal/inappropriate software is discovered, the iPad will be restored from backup to its original state. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

5.4 Software Upgrades

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

6.1 Acceptable Use

1. New Albany School District Internet Policies and Procedures will be strictly enforced when assessing the Internet. Students who circumvent the filtering process will be in violation of school board policy. Violation of these policies may result in disciplinary action.
2. According to New Albany School District (NASD) Policies and Procedures and the NASD Official Student Handbook, students and parent/guardian are responsible for all items assigned to them at the school level and the board may require restitution of property and damages where appropriate.
3. Swapping, reconfiguring, or tampering with hardware or existing software may result in disciplinary action. This includes, but is not limited to, the following:
 - Altering or removing any software setting(s) or hardware components.
 - Deleting programs or altering setups
 - Installing unauthorized software or downloading unauthorized files, viruses, games, programs or other electronic media – prohibited for student and parent/guardian
 - Adding or changing passwords, or other lockout devices
 - Putting physical marks or deliberately damaging any storage cases or equipment such as removing keys or defacing hardware
4. Any inappropriate use, unattended iPad, or destructive care of an iPad or its case may result in:
 - Parent/guardian notification
 - Disciplinary sanctions as outlined in the Code of Student Conduct.
 - Student and their guardian will be billed for the full replacement cost of the device and/or its accessories.
5. The iPad being issued is an educational tool and should only be used in that capacity. Once the iPad is issued to the student and his/her family, the student is responsible for it at all times. Any inappropriate or destructive use of an iPad or its carrying case should be reported to the teacher or an administrator immediately.
6. Students must submit this required agreement to the school. The form should be signed by both the student and parent/guardian. Parent/guardian information meetings will be held to address the content of this agreement.
7. The iPad should be in the possession of the student to whom it is assigned or locked in a secure location at all times. The iPad should never be left unattended (during lunch, after school, before-during or after extra-curricular activities, etc.). If an iPad is found, it must be turned in immediately to the school office.
8. The student is to use only his or her assigned iPad.
9. The student is responsible for fully charging the iPad each night. iPads should be brought to school every day for use during classes. Failure to bring the iPad to school for classroom use may result in disciplinary action.
10. If the iPad is lost or stolen while signed out to you, a police report must be filed immediately and the school principal must be notified. In addition, the board may require restitution of property and damages where appropriate.
11. The student will return the iPad with all issued accessories to the school at the end of the year and/or when requested by school administration. If the iPad is not returned it will be reported stolen and a police report will be submitted to law enforcement. In addition, the board may require restitution of property and damages where appropriate.
12. The student will return the iPad to the school if he or she withdraws from New Albany School District. If the iPad is not returned it will be reported stolen and a police report will be submitted to law enforcement. Student and parent will be billed for the full purchase price of the device.
13. The parent/guardian will supervise student use of the iPad at home.

14. The student/parent/guardian will not attempt to repair the iPad nor attempt to clean it with anything other than a soft dry cloth.
15. The student/parent/guardian will report any problems with the iPad to the teacher or school administrator.
16. The school system assumes no responsibility for any unauthorized charges, including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal or unauthorized use of its iPads such as copyright violations.

6.2 iPad/Network Rules and Guidelines

1. New Albany School District (NASD) maintains administrative control so that, at any time, a teacher or NASD employee may access any information on the student iPad including email and Internet history.
2. NASD acceptable use policies and procedures should be followed at all times.
3. A student who violates any NASD policies and procedures will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.
4. Personal information should never be shared over the Internet. If a student is asked for personal information, a teacher or administrator should be notified immediately.
5. The student/parent/guardian is not permitted to view, send, or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages, or pictures.
6. The student/parent/guardian is not permitted to use the iPad in any way that would cause harm to others or damage to their property.
7. If a student is harassed online in any way, a teacher or administrator should be notified immediately and appropriate measures will be taken to address the concern.
8. If a student accidentally accesses an inappropriate website, this should be reported immediately to a teacher or administrator. The student should close the site, but note the web address, date and time of this incident.
9. Access to any unreported inappropriate sites or involvement in online harassment will result in:
 - Parent/guardian notification
 - Disciplinary sanctions as outlined in the code of Student Conduct
10. Electronic communication should be used only for appropriate, legitimate, and educational purposes.
11. The student/parent/guardian must comply with all copyright laws.
12. Students shall not write, produce, generate, copy, propagate or attempt to introduce any device or software designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such device or software is often called, but not limited to, a bug, virus, worm, or Trojan horse.

6.3 iPad Use Agreement

1. By signing the New Albany School District iPad Use Agreement, the student and parent/guardian agree to abide by the New Albany School District Internet Policies and Procedures and abide by all local, state, and federal laws.
2. By signing the New Albany School District iPad Use Agreement, the student and parent/guardian agree to comply with New Albany School District Official Student Handbook.
3. By signing the New Albany School District iPad Use Agreement the student and parent/guardian agree to comply with all copyright laws.
4. By signing the New Albany School District iPad Use Agreement the student and parent/guardian agree to abide by the New Albany School District Student Harassment Policy.
5. By signing the New Albany School District iPad Use Agreement the student and parent/guardian acknowledge that both New Albany School District (NASD) Policies and Procedures and the NASD

Official Student Handbook state that students and parent/guardian are responsible for all items assigned to them at the school level and the board may require restitution of property and damages where appropriate.

6. By signing the New Albany School District iPad Use Agreement the student and parent/guardian acknowledge that any student who violates NASD policies will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

7. Repairing or Replacing Your iPad

Students and their guardian will be responsible for damages to their iPads.

- 7.1 Schedule of payments for damage, lost, or stolen.

• iPad and AppleCare Bundle - \$528
• Lightning Cable - \$19
• Charging Block - \$19
• iPad Case - \$50

- 7.2 Claims and AppleCare
 - In the event of accidental damage, each student will have 2 instances where they can have their device repaired or replaced for \$49 via AppleCare. AppleCare coverage is “bumper to bumper” for damage. Students are only allowed 2 instances of AppleCare throughout their entire high school career. After the 2nd instance of AppleCare have been used, students and their guardian will be responsible for the full repair or replacement cost of the device.
 - AppleCare does NOT cover a lost or stolen device.
 - AppleCare will not apply to intentional damage.
 - All protection plan claims for accidental damage or maintenance must be reported to the media specialist in the media center. In cases of theft or loss, students or parents must file a police or fire report. A copy of the report must be turned into the media specialist within 24 hours of being filed in order for the replacement process to begin.

8. Proper Etiquette for online classroom activities

As part of your classes on Canvas, you will be engaging in topic-specific online activity. Remember that facial expressions and voice inflections are completely unreadable in online discussions; therefore, particular care in the crafting of both your postings and your responses is required.

Participate: This is a shared learning environment. For the maximum benefit to all, everyone must contribute.

Report Glitches: If for any reason you are having difficulty participating, please inform the teacher of the issue immediately. Glitches are not excuses for incomplete assignments!

Respect Your Classmates: Remember that though these conversations are virtual, the participants are human beings. They deserve and expect the same respect and courtesy from you as you deserve and expect from them.

Be Constructive: Criticism must be constructive. Rants directed at or about any of your classmates are simply unacceptable and will not be tolerated. The same goes for profanity. The academic environment expects higher-order language.

Respect Diversity: It’s a multicultural world in which we live. Use no language that is offensive—or could be construed as such— toward others. Racist and sexist comments are unacceptable, as are derogatory and/or sarcastic jokes directed at religious beliefs, disabilities, and age.

No YELLING! Be friendly. Using bold, upper-case letters is bad form, like yelling at somebody.

Proper Writing Style: Write as if you were writing a formal paper. Use correct spelling, grammatical construction, and sentence structure.

Be Brief: You want to be clear—and to articulate your point—without being preachy or pompous. Be direct. Stay on topic.

Cite Your Sources: Another big must! If your contribution to the assignment includes the intellectual property (authored material) of others, e.g., books, newspaper, magazine, or journal articles—online or print—they must be given proper citation.

Emoticons and Acronyms: The rise in social networking and text messaging popularity has spawned a body of linguistic shortcuts that are not part of the academic dialogue. Please refrain from :-) faces and **c u l8r**'s.

Proof before you Post: Language is your only tool in an online environment. The electronic footprint you leave behind is strictly verbal. Review your written posts and responses to ensure that you've conveyed exactly what you intended.

Forms

Form 1

I hereby agree to abide by the terms specified in the New Albany School District Computer Use Agreement

Printed Student Name: _____

Student Signature: _____

Date: _____

Printed Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Phone Number: _____

Student Pledge for iPad Use 2014-2015

- I will use my iPad in ways that are appropriate, meet New Albany School expectations, and are educational.
- I will use appropriate language when using e-mails, journals, wikis, blogs, or other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in activity that is harmful to other persons.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of New Albany Public School.
- I will follow the policies outlined in the *iPad Handbook* and the *Acceptable Use Policy* while at school, as well as outside the school day.
- I will take good care of my iPad.
- I will never leave my iPad unattended.
- I will never loan out my iPad to other individuals.
- I will know where my iPad is at all times.
- I will charge my iPad's battery daily and arrive at school with my device charged.
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- I will not use the iPad camera to take and/or distribute inappropriate or unethical material.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will protect my iPad by only carrying it while in the case provided. I will not remove my iPad from the case provided by New Albany Public School.
- I will not place decorations (such as stickers, markers, etc.) on my iPad or provided case.
- I will not deface the serial number iPad sticker on any iPad.
- I will file a police report in case of theft, vandalism, or acts covered by AppleCare as well as turn in a copy of the report to the administration of New Albany Public School.
- I will be responsible for all damages or loss caused by neglect or abuse.
- I agree to return the iPad, case, and power cords in satisfactory working condition.
- **I will not engage in any form of cyber bullying.**

I agree to the stipulations set forth in the above documents.

Student Name (please print first and last name): _____

Student Signature: _____ Date: _____

Parent Name (please print first and last name): _____

Parent Signature: _____ Date: _____

Individual school iPads and accessories may be returned to New Albany Public School at the end of each school year. Students that are expelled, withdraw from school, or terminate enrollment at New Albany High School for any reason, must return their individual school iPad immediately.

Form 3

As parent or guardian my initial of each section is an indication that I read and agree to the terms and conditions of each section initialed.

_____ Initial	1. Receiving Your iPad & iPad Check-in	
	1.1 Receiving Your iPad	4
	1.2 iPad Check-In	4
	1.3 Check-In Fines	4
_____ Initial	2. Taking Care of Your iPad	
	2.1 General Precautions	4
	2.2 Carrying iPads	5
	2.3 Screen Care	5
_____ Initial	3. Using Your iPad as School	
	3.1 iPads Left at Home	5
	3.2 iPad Undergoing Repair	5
	3.3 Charging Your iPad’s Battery	5
	3.4 Screensavers and Backgrounds	5
	3.5 Sound, Music, Games, or Programs	6
	3.6 Printing	6
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	4.1 Saving Your Work	6
	4.2 Network Connectivity	6
_____ Initial	5. Software on iPads	
	5.1 Originally Installed Software	6
	5.2 Additional Software.	6
	5.3 Inspection	6
	5.4 Procedure for Re-loading Software	6
_____ Initial	6. Acceptable Use	
	6.1 Acceptable Use	7
	6.2 Network Guidelines	8
	6.3 iPad use agreement	8
_____ Initial	7. Repairing or Replacing Your iPad	
	7.1 Schedule of payments	9
	7.2 Claims and AppleCare	9
_____ Initial	8. Proper Etiquette for online classroom activities.	9