

El Dorado Middle School, USD 490 iPad Policies & Procedures

iPad Policies and Procedures

All students at EMS will be issued an iPad to use during the school day. iPads are to be kept in the cases in which they are provided. Should the outer case or protective clear cover on the front of the iPad be destroyed by means other than normal wear and tear, then students will be responsible for the cost of replacement. iPads are to be returned to the appropriate cart prior to leaving school. iPads will not be allowed to leave the school. Should an iPad be missing, a police report will be filed with the SRO.

The student iPad, case, and ear buds have been issued to you are the property of the El Dorado Public Schools, USD 490. These items are on loan to the student and must be used in accordance at school with the following Policies and Procedures, the District's Acceptable Use Policy, and any applicable laws. Use of these items, as well as access to the computer network, the Internet, and email are a privilege and not a right. These items are provided for educational purposes only, and are intended to support the learning objectives of El Dorado Middle School and El Dorado Public Schools, USD 490. **Only district computers and handheld devices are allowed in the school and on the school network. All other computers are prohibited. These iPads will remain at the school at all times.**

General Use of the iPad

- Each iPad is assigned to an individual student. Students should never “swap” or “share” their iPad .
- Students should never share their password with another student. Passwords should always be kept confidential.
- Students are not to set a security code to lock the iPad.
- The iPad should be in a student's possession, or secured in a designated secure area, at all times.
- Students are responsible for returning the iPad to their seminar teacher at the end of the day, or before they leave school.
- Students are not allowed to leave the iPad in their school lockers. If a student is participating in an activity that is not conducive to using the iPad (field trip, sporting event, assembly, etc.), they must leave the iPad in a secure area.
- Downloading music and videos is not allowed.
- Altering/modifying the original USD 490 pre-set software image is prohibited. Examples include, but are not limited to:
 - Loading software applications not authorized by USD 490
 - Changing the iPad name
 - Altering security software
 - Taking apart the iPad for access to internal parts
 - Altering the pre-loaded operating system or application
 - Clearing the browser history unless instructed to do so by educator
- Students are prohibited from playing non-academic games, including Internet-based games, during the instructional day.
- Accessing or attempting to access sites that have been intentionally blocked by USD 490 tech staff will result in disciplinary action.
- E-mail (or any other computer communication) should be used only for legitimate and responsible communication between students, faculty, and the outside world. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.
- Students should only share personal information about themselves or others while using the iPad for educational purposes.
- Internet access, e-mail, and other media that are accessed, created or stored on the iPad are the sole property of the District. The District has the right to review these items for appropriateness and to limit or revoke a student's access to them at any time and for any reason.
- Parents, guardians, and students do not have a right or expectation of privacy for any use of the iPad or district network. Pornographic, obscene, or vulgar images, sounds, music, language or materials, including screen savers, backgrounds, and or pictures, are prohibited.
- Violations that involve computer or iPad hacking or trespassing, fraud, harassment, bullying, or threats can result in disciplinary action, which may include an arrest if state or federal law is violated. Ignorance of these regulations will not excuse an infraction.
- Understand that the iPad belongs to the school and it can be checked at any time or taken away for disciplinary reasons.

General Care of the iPad

- Students are expected to treat the iPad with care and respect. The iPad and school-issued case are the property of the El Dorado Public Schools, USD 490, and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the iPad or case are not allowed and will result in loss of privileges. The student may be responsible for the cost of repair or replacement.
- The protective cover should never be removed.
- Take care when transporting the iPad during the day.
- Students should protect the iPad from extreme heat or cold, weather, water or other liquid, food, and pets. Students should never eat or drink while using their iPad, or use their iPad near others who are eating and drinking. Use during lunch time is prohibited.
- Heavy objects should never be placed or stacked on top of the iPad. This includes books, musical instruments, sports equipment, etc.
- Students should use care when plugging in the power cords or ear buds.
- Any inappropriate or careless use of an iPad should be reported to a teacher or other staff member immediately.
- If the iPad is damaged or not working properly, it must be turned in for repair. The student may be responsible for the cost of repair or replacement.
- If a student's class work is lost because of an iPad failure, the EMS Tech department will make contact with the teacher/teachers from the class(es) affected on the same day that the issue is brought to the department. Teachers will make the appropriate time adjustments for the student to redo the lost class work. A record of this will be kept in the Tech department and will be reported to the building administration.
- **If the iPad is lost or stolen, students should immediately report the loss or theft to the teacher, administration, and the SRO. A police report must be completed.**

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Consequences of Inappropriate Use

- The use of any district technology is a privilege and not a right. Students are expected to use the iPad in accordance with the iPad Policies and Procedures, and District Acceptable Use Policy, and any applicable laws. Failure to use this device in an appropriate manner will result in the following consequences, as determined by the staff and administration of El Dorado Middle School and USD 490:
 - Student conference
 - Parent conference
 - Cancellation of student use or access privileges
 - School disciplinary action
 - Civil or criminal liability under applicable laws

Updated 5/16/18