

## Student iPad Usage Policies READ CAREFULLY

- The iPad, an educational tool, is the property of the Sweetwater Union High School District. It may be confiscated and inspected at any time. The student should have NO expectation of privacy of any materials found on an iPad.
- Sweetwater Union High School District iPads are provided as an educational tool for school work. While iPads may be used for personal purposes, it is first and foremost for use with school-related activities and assignments.
- Sweetwater Union High School District encourages students to take their iPad home daily for class work and to recharge the iPad daily. **All iPad rules and regulations apply at all times, both during the school day and at home.**
- Students **must** bring a fully charged iPad to school every day. Failure to bring an iPad or any other class material(s) does not release the student from their responsibility for class work. If a student repeatedly fails to bring materials to class, including an iPad, the student will be subject to classroom/school consequences.
- Sweetwater Union High School District makes no guarantee, written or implied, that materials on the iPad, including student work, will be safe from deletion or corruption, accidental or otherwise. It is good practice to back up, duplicate, e-mail, or archive files to Google Drive. **All students have a Google Drive account** with unlimited storage space.
- The iPad comes equipped with both a front and rear-facing camera and video capacities. Student must request permission before recording an individual or group. Recording must be used appropriately in an educational manner. Sweetwater Union High School District reserves all rights concerning any recording and/or publishing of any student or staff member's work or image. Students must obtain school permission to publish a photograph or video of any school related activity.
- iPads must remain free of any writing, drawing, stickers, or labels that are not property of the Sweetwater Union High School District. District affixed labels and tags shall not be removed from iPads.
- Inappropriate or provocative images/text including but not limited to: pornography, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang symbols are not permitted and subject to classroom/school consequences.
- All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
- All students should protect their personal usernames and passwords. Students who believe a username or password has been hacked or otherwise stolen should report the concern to school administration immediately.
- Any student who uses another student's or adult's username or password is subject to being charged with identify theft. The District has the ability to track IP addresses used by students and will work with law enforcement to ensure violations of privacy laws are met with the appropriate legal response.

## iPad ACCEPTABLE USE POLICY

### **Statement of Responsibility**

The use of the iPad is a privilege. The user is responsible for what he/she says and does on his/her school assigned iPad. Network administrators will make reasonable efforts to maintain reliable service. They cannot, however, absolutely guarantee that the system will always be available or operating correctly. Student should know that **none** of their data is private or confidential. Any communication or data may be subject to review by network or school administration.

### **Parent/Guardian Responsibilities**

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

**Take extra steps to protect your child.** Encourage your child to use and store the iPad in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your child to help enforce safe browsing habits. Children often model adult behavior.

**Go where your child goes online.** Monitor the places that your child visits. Let your child know that you're there, and help teach her/him how to act as s/he works and socializes online.

**Review your child's friends list.** You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.

**Understand sites' privacy policies.** Internet sites should spell out your rights to review and delete your child's information.

**Limit the time your student is on the iPad.** While the iPad is a very engaging device, it is a school work device. Care and constant monitoring will reduce your child's exposure to excessive use. Students should not have access to an iPad after 10 PM.

**Report unwelcome or malicious online threats.** Report in a timely fashion to the school any online interactions that can be considered threatening.

**Help your child develop a routine.** Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the iPad is cared for and when and where its use is appropriate.

**Take a look at the apps or programs.** It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the iPad.

**Read and share with your child the SUHSD care and use policies.** By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.

**Please explain to your child that his/her iPad may be selected at random to provide their iPad for inspection.** Your child should have NO expectation of privacy of any materials found on an iPad.

**Remind your child to bring his/her iPad to school daily.** If your child leaves his/her iPad at home, he/she is responsible for getting the course work completed as if he/she had an iPad present.

### **School Responsibilities**

- Provide Canvas LMS, Internet and Email accounts and access to all students.
- Provide Internet filtering/blocking of inappropriate materials while at school.
- Provide “cloud” storage via Google Drive. Sweetwater Union High School District reserves the right to review, monitor, and restrict information stored on or transmitted via SUHSD 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.
- Provide access to digital citizenship curricula via Canvas LMS.

### **Student Responsibilities**

- Using iPads/digital devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to network use and according to the SUHSD Acceptable Use Policy.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by the students’ own negligence, errors or omissions. Use of any information obtained via SUHSD’s designated Internet System is at your own risk. SUHSD specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping SUHSD protect our computer system/iPad by contacting an administrator about any security problems they may encounter.
- Monitoring activity on their account(s).
- If a student should receive email or other electronic message containing inappropriate, threatening or abusive language or if the subject matter is questionable, he/she is asked to contact a school administrator.
- Returning their iPad to the school Library/Media Center at the end of each school year. Students who move schools, are expelled or terminate enrollment at Sweetwater Union High School District must return their individual school iPad on the last day of attendance.

### **Student Activities Strictly Prohibited**

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing SUHSD Board Policy, or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of sites to sell or buy term papers, book reports and other forms of student work
- Messaging services and chat rooms (i.e.: MSN Messenger, ICQ, etc.) without prior staff permission
- Internet/computer games with inappropriate content (i.e. extreme violence)
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc)
- Downloading non-school inappropriate Apps
- Spamming or sending mass or inappropriate emails
- Gaining access to other student’s accounts, files, and/or data
- Use of the school’s Intranet/E-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications through web services such as MSN Messenger, Yahoo Messenger, Facebook, etc.
- 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) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing the Sweetwater Union High School District's web filter through a web proxy or Virtual Private Network (VPN)
- "Jail-breaking" of an iPad for any purpose
  - Other activities deemed inappropriate by SUHSD

### **Student iPad Care**

- iPad batteries must be charged and ready for school each day.
- Students will be held responsible for maintaining their individual iPads and keeping them in good working order.
- Only labels or stickers approved by Sweetwater Union High School District may be applied to the iPad device and/or iPad device protector/cover.
- iPads that malfunction or are damaged must be reported to the Library/Media Center. SUHSD Information Technology Services will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally.
- Students are responsible for any and all damage.
- iPads that are stolen must be reported immediately to the school.

### **Following the Law**

- 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.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action in accordance with all applicable District, state, federal laws. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

### **Student Discipline**

The discipline procedure in the SUHSD Student Handbook addresses serious and major offenses such as stealing and destruction of school or personal property; cell phone user policy; possession of improper images on any electronic device; or any other violation of the school discipline policy will apply to the iPad device. Depending on the seriousness of the offense students may lose iPad and/or network privileges as well as being held for detention, suspension or even in extreme cases expulsion.