

STUDENTS AND TECHNOLOGY

Lakeland School Corporation provides filtered access to the Internet for all students. Students will have access to Internet information resources through their classroom, media center or school computer lab. This system has been established for educational purposes. Parents will receive information on the acceptable use policy and will sign to give their permission for student use during the registration process. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from School or referral to law enforcement authorities. Online testing for state and district testing is exempt from this policy.

DISPLAY OF STUDENT INFORMATION AND/OR STUDENT WORK ON THE WORLD WIDE WEB

Lakeland School Corporation has made access to the Internet available to students. Display of student information and student work on the web will be strictly monitored. The complete policy is available at the school office. Lakeland School Corporation will not allow the unlawful posting or any illegal use of material associated with the use of the web. Strict privacy issues will be enforced.

IPAD ACCEPTABLE USE POLICY, PROCEDURES, AND INFORMATION

The focus of the 1:1 iPad program in Lakeland School Corporation is to provide necessary tools and resources for a technology rich classroom environment that facilitates opportunities for flexibility, collaboration, communication, creativity and relevant learning.

At Lakeland, technology will be integrated into student learning through authentic projects and instructional activities on a daily basis. This access to technology empowers students and teachers to use technology like adults do in the real world, accessing and using purposeful technology-based tools anytime a task calls for them.

Learning in classrooms K-12 at Lakeland is a continuous dynamic interaction among students, educators, parents, and the extended community. Implementation of this iPad initiative is designed to eventually enable anywhere, anytime learning that is no longer limited by the four walls of the classroom or building. Purposeful technology integration liberates teachers from being deliverers of content and, instead allows them to be facilitators of deep, individualized learning for all students.

Guidelines and Procedures

General Information

The policies, procedures and information within this document apply to all student iPads used in Lakeland School Corporation, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classrooms.

Access to your iPad

Parents and students must sign and return the iPad Acceptable Use and Student Pledge document before an iPad can be assigned to their child.

Care of the iPad

The iPad is the legal property of Lakeland School Corporation. All users will follow Lakeland School Corporation's acceptable use policy for this technology. 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 as soon as possible to the Technology Help Desk for an evaluation of the equipment.

General Care

- Students will be held responsible for maintaining their individual iPads and keeping them in good working order.
- 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.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of Lakeland School Corporation.
- iPads must never be left in any unsupervised area.
- Students are responsible for making sure their iPad's battery gets charged for school each day.

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 when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Be careful not to bump or drop the iPad as this could break the screen.

iPad Repair

- iPads that malfunction or are damaged must be reported to the Technology Specialist by the supervising teacher. Students should report all issues to their teacher. Lakeland 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's family. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally.

Use of iPads

iPads are intended for use at school each day. Students understand that they are responsible for the iPad device they are assigned to use. Teachers will provide procedures to facilitate sharing of the iPad within the classroom.

- Student iPads will be labeled in the manner specified by the school. Each iPad will have a label noting the school, teacher and a number. Students will be assigned to specific numbers associated with iPads in the room.
- Loaner iPads may be issued to students when their iPad is being repaired. There may be a delay in getting an iPad should the school not have enough to loan.
- If it has been determined that there was intentional damage to an iPad, then the student's parents are responsible for full payment of the intentional damage or the replacement cost of the iPad.
- Inappropriate media may not be used as a screensaver or background photo. Inappropriate media includes but is not limited to the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures and will result in disciplinary actions. School-issued iPads must remain Passcode Lock free. Passcode Locks interfere with syncing.

- Sound should be muted unless permission is obtained from the teacher for instructional purposes. All software/apps must be district provided.

Managing files, saving work, and software

Students are responsible for managing and saving their work on the iPad as directed by their teacher.

- Students may save work directly on the iPad. It is recommended students use Drop Box for saving documents for themselves and/or their teacher.
- Corporation issued iPads are only to be synced with designated school computers.
- The software/apps originally installed by Lakeland must remain on the iPad in usable condition and be easily accessible at all times. From time to time, the corporation may add software applications to the iPads as needed.
- If technical difficulties occur, illegal software, or non-Lakeland installed apps are discovered, the iPad will be restored from back-up. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and/or re-image.
- Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates and syncing.

Acceptable Use

Statement of Responsibility

The use of the network is a privilege. The user is responsible for what he/she says and does on the network. Communication with thousands of others is quick and easy. Therefore, it is important for the user to stop and think before communicating and to show respect for other people and for their ideas. It is beneficial for all users to keep the network running efficiently.

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 users should assume 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 children about values and the standards that your children 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.

School Responsibilities

Lakeland School Corporation reserves the right to review, monitor, and restrict information stored on or transmitted via Lakeland owned equipment and to investigate inappropriate use of resources.

- Provide Internet access to its resources.
- Provide Internet blocking of inappropriate materials as able.
- Provide network data storage areas.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

Student Responsibilities

- Use computers/devices in a responsible and ethical manner

- Obeying general school rules concerning behavior and communication that apply to network use and according to *Lakeland School Corporation's Access to Electronic Information, Service, and Networks/Acceptable Use Policy – Computer Network Policy for Students*. This policy is available online in the student handbooks. The policy must be signed by students and their parents each year as part of the student handbook.
- 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, mis-deliveries or service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained by Lakeland’s designated Internet System is at your own risk. Lakeland School Corporation specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- All users are expected to follow existing copyright laws.
- Helping Lakeland School Corporation protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s)
- Students should not eat or drink around the iPad. Liquids, food and other debris can cause damage to the device.
- Students should avoid leaving their iPad in extreme temperatures or direct sunlight for extended periods of time.
- Lakeland School Corporation is providing a content filtering system that will protect students from inappropriate content. If a student accidentally accesses inappropriate content, they must inform a teacher immediately.
- The iPad is equipped with a digital camera. Students may not use the camera (1) to reproduce images of tests, (2) to take or distribute illicit photographs; or (3) to record or distribute photos or video without prior authorization from a teacher or administrator.

Consequences of Inappropriate/Unacceptable Use

Students who inappropriately utilize their iPads will be referred to the administrative team for disciplinary action. If inappropriate usage continues, it may result in the loss of usage for an extended time period deemed appropriate by administration.

The administrative team reserves the right to determine the length of time that a student will lose their privileges to utilize the iPad.

**LAKELAND SCHOOL CORPORATION
IPAD CONTRACT 2016-2017**

I, _____ (student) understand the privilege granted to me by Lakeland School Corporation for the use of this iPad, a piece of equipment that I will be allowed to use to enhance my learning experience while attending Lakeland School Corporation.

I understand I am responsible for taking care of this learning tool as if it were my own. I understand that this same iPad will be for my use only while I am a Lakeland School Corporation Student.

Below are Lakeland School Corporation's cultural expectations. Failure to follow the guidelines will result in the loss of computer privileges or other consequences.

- I will use my iPad only for educational purposes
- If I do not take care of my iPad, or use it for non-educational purposes, I will lose privileges
- I will close the iPad cover gently when requested by the teacher or any other times the iPad is not in use
- I will not allow anyone, including myself, to eat or drink around the iPad
- I will keep the iPad in the case
- I understand that while this iPad is for my use, it remains the property of Lakeland School Corporation
- If the iPad that is assigned to me is found without supervision, then I will lose privileges
- If I break or lose my iPad then I am responsible for repair and/or replacement expenses
- If I am not using my iPad, then I will power down and close the cover
- If I sign out the iPad, then only I will use it for personal academic work
- If I there is a problem with my iPad, then I will tell my teacher immediately

Signatures below indicate understanding of the items above and on the Use Expectations document:

Student Signature	Printed Name	Date
Parent Signature	Printed Name	Date
School Signature	Printed Name	Date

Lakeland Community School Corporation Elementary Student Pledge for iPad Use

- 1. I will take good care of my iPad.**
- 2. I will never leave the iPad unattended.**
- 3. I will never loan out my iPad to other individuals.**
- 4. I will know where my iPad is at all times**
- 5. I will keep food and beverages away from my iPad. They may cause damage to the device.**
- 6. I will not disassemble any part of my iPad or attempt any repairs.**
- 7. I will protect my iPad by only carrying it while in the case provided.**

- 8. I will use my iPad in ways that are appropriate, meet expectations, and are educational.**
- 9. I will not place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the serial number iPad sticker on any iPad.**
- 10. I understand that my iPad is subject to inspection at any time without notice and remains the property of the Lakeland School Corporation.**
- 11. I will follow the policies outlined in the *iPad Handbook* and the *Use of Technology Resources Policy* while at school, as well as outside the school day.**
- 12. I will inform the teacher of any theft, vandalism, or damage to my iPad.**
- 13. I will be responsible for all damage or loss caused by my neglect or abuse.**
- 14. I agree to return the iPad with its case to the classroom teacher daily in good working condition.**

I agree to the stipulations set forth in the above documents including the iPad Policy, Procedures, and Information; the Acceptable Use Policy; iPad Protection Plan and the Student Pledge for iPad Use.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Individual school iPad computers and accessories must be returned to the classroom teacher at the end of each class period. Students may not check-out or use the iPad for extended use outside the direction of the teacher assigned to monitor the assigned devices.