



AN IPAD FOR EVERY STUDENT: WHAT YOU NEED TO KNOW



A HANDBOOK FOR STUDENTS AND PARENTS

Student's Name

Your Student Has a New iPad: What You Need to Know
2017-2018

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INTRODUCTION

KTJUSD is excited to provide an iPad for every Hoopa Valley High School student. We believe having their own iPads will help our students learn in the ways they learn best. At the same time, students will be sharpening the technology skills that are now essential in nearly every aspect of life.

Your student's iPad will open a new world of learning possibilities.

It will also give your student — and you — important new responsibilities.

In the pages that follow, we introduce you to your student's new iPad, explain how to care for it, answer some questions you and your student may have, and list the most important rules for using it safely.

WHAT IS PERSONALIZED LEARNING?

Personalized learning is a process of discovering how each student learns best. Some students need to *hear* a lesson more than once. Others need to *see* the lesson. One student may be *ready* for an advanced lesson while another in the same grade needs to *practice* the basics. A lesson that features a student's race, culture, or language can make learning more meaningful.

WHY PROVIDE AN IPAD FOR EVERY STUDENT?

An iPad is a powerful technological device. When each student has an iPad just for his or her own use, the device can be personalized to meet individual interests and learning styles.

iPads include a camera, wireless internet, a word processor, and access to all sorts of easy-to-use software applications (known as "apps"). iPads also come with built-in features that make learning easy and enjoyable for everyone.

Internet access at home is not required. Everything a student needs to use an iPad after school can be downloaded during the school day. iPads are easy to carry and their batteries last a long time, so learning can take place anywhere.

RECEIVING THE IPAD

The iPads are the property of KTJUSD Schools, and students will use them during the school year. Students and parents or guardians need to submit all required paperwork before an iPad is assigned to a student.

RETURNING THE IPAD

Students who graduate early, withdraw, or unenroll from Hoopa Valley High School for any other reason must return the district iPad, case, power adapter, and cable in working condition on or before the date of withdrawal.

OPTING OUT

To ensure an equitable learning experience, all students will be encouraged to use the iPad at school. We understand that some families may have objections to technology in the home. In this case, students must arrange to complete their homework without an iPad, and the device will remain at school in their secured homeroom cart.

iPAD BASICS

We hope Hoopa Valley High students are just as excited as we are about the new iPads. This technology is useful and sturdy — when it is cared for properly. We have a lot to tell you about using and taking care of the iPad. Please read the pages that follow and be sure to contact your school with any questions you might have.

WHAT IS AN iPAD?

The iPad is a small computer with a glass screen. Handle it as you would any other piece of glass. Place it carefully in your backpack, bag, or secured homeroom cart, and do not throw or slide the device. Keep all food and liquids away from the iPad.

WHAT MAKES IT GO?

The iPad runs on an internal battery that can be recharged. Use only the Apple wall charger provided with your iPad to charge the device. If you wait until the battery indicator gets below 20% or turns red before you charge the iPad, your battery will last longer.

DOES THE iPAD COME WITH A CASE?

Yes! Your iPad comes with a case designed to protect the device during normal daily use. Please keep the iPad in the district-issued case at all times. Do not remove any district-provided stickers or labels on your iPad or its case.

Also, do not add any writing, drawing, labels, stickers, or other artwork to your iPad or its case.

When the iPads are not being used, keep the case closed to preserve battery life and protect the screen.

HOW DO I CARE FOR THE SCREEN?

Be gentle with your iPad, and especially the screen. You must not:



- lean on the screen
 - stack books or other heavy object on top of the iPad
 - bang the iPad against walls, doors, people, or other objects
 - place liquids in a book bag or backpack containing an iPad
 - use sharp objects on the screen — it will scratch
 - use pens or pencils on the screen
- place anything in the iPad case except the iPad

CABLES AND CORDS

- Please be careful when you plug a cable or cord into your iPad. This will prevent damage to the device
- Don't force a cable or plug into an iPad.
- Use only the districted provided Apple power adapter with the iPad.
- Do not write on or make any permanent marks on the cables or power adapter

HOW DO I CARE FOR THE SCREEN? (Continued)

To protect the screen while you are moving through the halls at school, carry the iPad close to your body and avoid bumping into other students.

To clean the screen use of soft, lint-free cloth — like a clean, dry dish towel — to wipe off the iPad. Never use window cleaners, household chemicals or cleaners, ammonia, alcohol-based products, or other abrasives to clean your iPad. They could remove the special coating and/or scratch the screen. Also, do not use compressed air to clean ports (the little openings on the edges of the iPad where cords are plugged in).



Students should store iPads in a locked locker or their homeroom carts at school when not in use. Do not place anything on top of the iPad when it is stored in the locker. If your locker's lock is broken, report it immediately to the main office at school and store iPad in homeroom cart until the issue is resolved.

WHAT DO I DO WITH THE iPad WHEN I'M NOT USING IT?

Students may take iPads home or leave them in their homeroom carts overnight.

Any electronic device (iPads, cell-phones, etc.) can be a distraction and disrupt the sleep cycle if used right before bedtime. To discourage late-night, unmonitored use of the iPad, experts suggest that families store it and other electronic devices in a common room of the home. Identify a central location in your home where students should store and/or charge their device.

HOW DO I TRANSPORT THE iPad WHEN THE WEATHER IS BAD?

Protect your iPad from the weather. Avoid exposing your iPad to extreme temperature by keeping it in its case at all time. Always carry it in a backpack or book bag when outside. Also:

- Do not leave your iPad in heat above 95 F
- Do not leave your iPad in cold temperatures below 32 F
- Keep the iPad away from water and extreme humidity.

KEEPING YOUR iPAD SAFE

An iPad is a valuable device and could be the target of theft. To make sure this does not happen:

- Never leave the iPad unattended.
- Do not leave or store the iPad in a vehicle.
- Do not lend the iPad to another person. You are solely responsible for the care and security of your iPad.
- Carry the iPad to and from school in a school bag or backpack so that it is not visible.
- A PIN or Passcode will be required to prevent unauthorized access to your personal information on the iPad. Do not share your PIN or Passcode with anyone else.
- Each iPad has a unique identification number and district property control tag. Do not remove the tags or modify the numbers.

You are in possession of an expensive, desirable piece of electronics; be mindful of your surroundings and cautious of opening yourself up to theft.

IS THE iPAD SAFE AT SCHOOL?

To prevent theft, never leave an iPad in an unsupervised area at school. Unsupervised areas include unlocked classrooms, locker rooms, computer labs, the library, lunchroom, restrooms, hallways, or anywhere on campus grounds, including all athletic fields.

Do not leave an iPad on the floor or ground, even if it is in a bag or backpack. It could be stepped on and damaged.

If you do not need your iPad for class, or if your teacher has told you not to bring the iPad to class, store it in a locked locker or your homeroom cart. Do not leave the iPad in an unattended bag or backpack. Anytime your iPad is away from you and not at home or in a locked location it is at risk of being stolen.

IS THE INFORMATION ON MY iPAD SAFE?

Digital identifications, which include Apple IDs, e-mail addresses, and the usernames and passwords for online systems and accounts are for the student's use only and should remain confidential. Add a PIN or Passcode to your iPad to prevent unauthorized access to your device and data, and never share your username and password with others. Also do not use another person's username and password.

USING THE iPad AT SCHOOL

Your assigned iPad is intended for school use and must be brought to school every day with a fully charged battery. Students must bring their iPads to all classes, unless a teacher specifically instructs them not to do so. Students are responsible for completing all course work, even if they leave their assigned iPad at home.



IS THE BATTERY FULL?

Students who take iPads home must bring the device to school every day with a fully charged battery. If you do not charge the battery, you may not be able to participate in classroom learning activities.

HOW WILL I SAVE THE WORK I DO ON MY iPad?

Your iPad's settings, apps, photos, music, e-mail, calendar, contacts, Safari bookmarks and Reading Lists are automatically saved to iCloud every day as long as the iPad is charging, connected to a wireless internet, and locked with a passcode.

For all other documents, we recommend that you e-mail documents to yourself or upload the files to KTJUSD Apps/Google Drive for storage. Storage space will be available on the iPad, but it will not be backed up. It is your responsibility to ensure that work is not lost if your iPad breaks or if you accidentally delete something. iPad malfunctions are not an acceptable excuse for not submitting work.

CAN I PRINT FROM THE iPad?

While it is possible to print from an iPad, students are encouraged to use KTJUSD Apps/Google Drive to share documents and files with their teachers whenever possible. This supports college/career readiness for students and will help our school save paper.

WHAT IF THE iPad IS BEING REPAIRED?

Students will *typically** receive a loaner or replacement iPad when their assigned device is being repaired. If there is a delay in assigning a replacement device, the teacher will allow the students to complete required coursework without an iPad.

I HAVE MY OWN DEVICE. DO I HAVE TO USE THE SCHOOL'S iPad?

Yes. Students are required to use a KTJUSD issued iPad because of the instructional materials that will be loaded on the devices for classroom learning.

***An Apple team member will determine if a student will receive a loaner or replacement device depending on the nature of the incident that caused the damage to the iPad. See pages 11-14 for more information regarding damaged devices.**

USING THE iPad AT HOME

Students will be able to bring their iPads home for learning purposes. All use of the district-owned device must comply with the *Terms and Conditions for Humboldt County Public Schools Educational Use of the Internet*, *Student iPad Acceptable Use Agreement*, and other board policies. To view any of the aforementioned documents, please visit <http://hvhs.ktjUSD.k12.ca.us>

APPS ON THE iPad

DISTRICT - OWNED APPS

The apps that the district provides for students on the iPad must be easily accessible at all times. The district may remove an app from your iPad after you are done using it so other students can have a chance to use it too. If this happens, you have 30 days to download a new copy of the app in order to retain access to any files opened or created with the app.

SOFTWARE AND OPERATING SYSTEMS UPDATES

Occasionally, apps and the operating system require updates that keep the iPad and apps functioning properly and securely. Students are expected to follow district directions on installing any app and operating system updates.

iPAD CONTENT IS NOT PRIVATE

iPads are district property. KTJUSD staff members have access to the internet history, photos, and other information on the iPad at any time. Students are required to unlock the iPad upon request of district staff. If you do not unlock the iPad when asked, you may receive behavior consequences in accordance with the *Student Handbook*.

UNAUTHORIZED MODIFICATIONS TO THE OPERATING SYSTEM; HACKED iPADS

All KTJUSD iPads are scanned remotely on a regular basis to ensure that security settings have not been changed or deleted. If a student has accessed the internal parts of the iPad or changed the settings, he or she will be assigned behavior consequences in accordance with this document and the *Student Handbook*.

PICTURES, CONTENT, AND DATA

CAMERAS AND MICROPHONES

The iPad has cameras on the front and back and a built-in microphone, so students can take pictures and record audio and video. All recordings and pictures created with the iPad are subject to KTJUSD policies as well as state and federal laws. Only take photographs or record audio or video during the school day if a teacher or administrator tells you to do it for schoolwork. Never photograph, record video, or create an audio recording of another person without that person's knowledge or permission.

- Use of electronic devices and cameras are strictly prohibited in locker rooms or bathrooms.
- Do not use the camera to take inappropriate or sexually explicit photos or videos.
- Do not use the camera to take pictures or share personal information of yourself or another individual.
- Do not use the camera or microphones to embarrass, bully, or harass anyone in any way.
- Do not e-mail, post to the internet, or electronically send images, video, or audio recordings of other individuals without their written permission.

LOCK SCREENS AND BACKGROUND PHOTOS

All content, photos, and data on the iPad must be in compliance with the *Terms And Conditions For Humboldt County Public School Education Use Of The Internet*, *Student iPad Acceptable Use Agreement*, and other district policies. If you upload photos for the lock screen or home screen that are pornographic or gang-related, or that contain inappropriate language or references to guns, other weapons, alcohol, drugs, or gambling, you will receive disciplinary action in accordance with the *Student Handbook*.

SOUND, MUSIC, AND GAMES

The sound on your iPad must be muted at all times while at school unless your teacher tells you it is okay to turn the sound on for a class activity. Your teacher might also give you permission to use earbuds or earphones. If this happens, be sure the volume is low enough that the iPad cannot be heard by anyone nearby.

CAN I PUT MY OWN MUSIC AND GAMES ON THE IPAD?

Music is allowed on the iPad, as long as it is properly licensed and complies with all district policies. Because of limited storage space on the iPad, please do not load your entire music library on the iPad.

You may have appropriate games on the iPad, but do not play them during the school day unless your teacher asks you to do so.

EXPECTATIONS FOR USING THE iPad

iPads can be a wonderful educational tool. KTJUSD is proud to be able to provide each Hoopa Valley High student an iPad for use at school. Responsibilities come with the privilege of iPad use, and some uses are not allowed.

FOR STUDENTS

RESPONSIBLE USES

Students may use district technology resources to create files and projects for school-related work, research, and college and career planning.

Students will:

- Follow all district and classroom policies, procedures and guidelines when using technology.
- Keep usernames and passwords private.
- Treat others with respect and use appropriate language in all electronic interactions with others.
- Immediately tell teacher or other adult staff members if they receive an electronic comment or communication that makes them feel uncomfortable, or if they accidentally access inappropriate materials, pictures, videos, or websites.
- Respect the work and intellectual property rights of others and do not intentionally copy, damage, or delete another user's work. Students will properly cite their sources when they use someone's information, pictures, media, or other work in their own projects and assignments.
- Respect the privacy of others. Students will limit all in - school photography, video, and audio recording to educational use.

BEHAVIOR THAT WILL NOT BE TOLERATED

Students may not use district technology resources to:

- Find, create, or send information to spread lies or misinformation; or harass, harm, or bully others.
- Gain unauthorized or inappropriate access to district technology resources.
- Use, retrieve, store, or send improper language, pictures, or other digital content.
- Cheat, including get or give answers to tests; search for and/or copy answers or information on the internet or other electronic resources contained on or in any technology resource or device; copy and submit someone else's information or assignment as their own; or conduct other similar forms of electronic cheating.
- Violate copyright or licensing agreements.
- Access inappropriate or blocked resources in any manner while on district property during school hours.
- Share or post any personally-identifiable information about themselves or others that could help someone locate or contact them. This includes such things as e-mail address, full name, home or school address, phone number, parent or guardian names, or school name.
- Modify the operating system, remove security profiles, or vandalize district technology resources.

FOR PARENTS AND GUARDIANS

In accordance with the *Student iPad Acceptable Use Agreement*, parents and guardians are responsible for monitoring their student's use of the internet and access to district technology resources including the iPads, district - issued e-mail account, online learning spaces, collaboration tools, and educational resources.

Parents and guardians need to set clear expectations on appropriate use of electronic devices and limit access to the device during non-school hours. If your student is not following your rules, you have the right to limit access to the device while at home.

INSURANCE INFORMATION

KTJUSD will provide insurance coverage for each iPad device that, in the event of a broken, lost, or damaged device, will cover the cost of the repairs and/or replacement of the device; however, in cases where students' actions are deemed **negligent** and the damage done to their device was a direct result of their negligent behavior, parents and guardians will be required to pay a deductible.

NEGLIGENT BEHAVIOR

Negligent behavior caused by reckless, abusive, willful or intentional conduct will require parents or guardians to pay a deductible for the damaged, lost, and/or broken device. We encourage parents and guardians to stress the importance of treating these devices respectfully, as they are educational tools. Some examples of negligent behavior include broken screens caused by intentionally throwing or dropping the device; swinging a bag or backpack with a device inside; stepping on the device; intentionally spilling a liquid on the device; hitting another person or object with the device; damage caused to a district issued case; tampering with the internal components of the iPad; or making unauthorized modifications to the operating system, known as hacking the device.

Each incident will be assessed by an Apple team member. The Apple team member will determine if negligent behavior played a large part in the damage of the device. When negligence is determined, the Apple team member will follow the incident procedure (note pg. 14) and parents or guardians will be required to pay a small deductible.

EXPECTATIONS FOR USING THE IPAD - FOR PARENTS AND GUARDIANS

FILTER ACCESS

When the device is at school on the district network, internet access is filtered and inappropriate content is blocked. Inappropriate content will also be filtered when the device is on the student's home network, thus, students' devices will always have restricted access to the internet. Many cell phone and cable providers also offer filtering solutions. Simply do a Google search with your internet provider's name and the terms "Parental Controls," such as "Dish Parental Controls," to learn more.

MONITOR STUDENT PROGRESS

KTJUSD encourages parents and guardians to use the iPad to monitor their student's academic progress and communicate electronically with their child's teacher(s). Ask your students to show you what they have learned and created with the iPad, and discuss how they use the device in school.

POWERSCHOOL

Parents and guardians can use the PowerSchool Mobile app installed on the iPad to view their student's grades, attendance, and upcoming assignments.

For information regarding the PowerSchool app, please visit <https://www.powerschool.com/parent-student-resource-center/>

After downloading the app, parents or guardians will need to have their PowerSchool username and password available. If a parent or guardian does not remember their username or password they may call the counseling office at (530) 625-5600 ext. 1018 in order to request their username and password.

EMAIL COMMUNICATIONS

Parents may also use the Safari browser app to login to their personal e-mail account to send e-mails to their student's teacher(s). Parents and guardians should not add a personal e-mail account to the iPad's built-in Mail app because personal e-mails may be visible to anyone who accesses the device.

DAMAGED, LOST OR STOLEN iPADS



APPLECARE+

If you have questions about using your iPad and iCloud, connecting to wireless networks, or about using Apple-branded apps like Keynote, Numbers, or Pages, contact the AppleCare support at 1-800-800-2775. Our school PIN is 46672 (HOOPA).

DAMAGED DEVICES AND TECHNICAL PROBLEMS

Do not attempt to gain access to internal electronics or repair your iPad. If the iPad fails to work or is damaged, contact your teacher or school staff to report the problem to the Tech. Department as soon as possible. iPad repair/replacement options will be determined by an Apple team member and the Tech. Department staff.

You may be issued a temporary iPad or other materials until your iPad is working properly or replaced. If the iPad is experiencing technical difficulties outside of school hours, you will need to wait until you return to school to report it.

For extra protection from accidental damages, you may purchase screen protectors and put them on your iPad. Other modifications made to your iPad, for example stickers, are prohibited.

LOST OR STOLEN iPADS

If the iPad is lost or stolen, report it to the counseling office as soon as possible. School staff will assist you with submitting a report.

Students who graduate early, withdraw, are expelled, or who terminate enrollment in Hoopa Valley High School for any reason must return the district iPad, case, power adapter, and cable in working condition to the main office on or before the date of withdrawal.

Failure to return district property or pay for lost, stolen, or damaged equipment may result in legal action per **BP 6161.2 Damaged or Lost Instructional Materials, which dictates “when materials are lost or so damages that they are no longer usable, the student shall be responsible for reparation equal to the current replacement cost of the materials.”** As well, “if reparation is not excused and not paid by the student or parent/guardian, the district may initiate due process procedures to withhold the student’s grades, diploma, and transcripts.”

INSURANCE CLAIMS

Accidental damage and theft, typically, are eligible to be reported to our insurance company WorthAve. Group. When an incident of theft or damage is reported, students will incur a \$50.00 insurance deductible fee. Any insurance claim will result in a fee and all students will be responsible for resolving the fee prior to graduation, withdrawal, expulsion, or termination of enrollment for any reason. In addition to this, students who have fees related to their device or device accessories may not be issued a replacement device or replacement device accessories until the fee is resolved.

If a student loses their device under any circumstances they will be held responsible for the full replacement cost of the device. Presently, the replacement cost of the device is \$500 dollars.

INSURANCE PROCESS

Students may report the incident involving their iPad to either a teacher or a staff member. The student may be asked to write a description of the incident. This description will be shared with the Apple Team and, if applicable, local law enforcement.

Once the incident has been reported, the Apple Team will be notified.

The Apple Team will determine if the student may receive a replacement device based on the circumstances of the incident. The replacement device will be issued in a timely manner, but students are still responsible for completing assignments before their replacement device is issued. Laptops are available to students without an iPad. These laptops are optimized with the same apps and programs used by the iPads.

The insurance company at any time during the insurance claim process can determine the damage done to the device or the circumstance of a theft not within the parameters of the insurance policy. Damage not covered by our insurance includes but is not limited to: corrosion and rust damage, electrical damage caused by electricity other than lightening, intentional damage, damaged caused by a nuclear hazard, damaged caused by gradual deterioration or damaged caused by insect or vermin. Circumstances of a theft that would not be covered by our insurance policy include: theft from an unattended, unlocked vehicle, seizure of a device by a government during a period of war or rebellion, and unexplained loss or mysterious disappearance.

RESOLVING IPAD FEES

Should a student have an insurance claim filed for damage or theft, as stated prior, the student's account will incur a \$50.00 fee balance. To resolve a fee multiple payment options are available for students, parents, or guardians. Students have the opportunity to resolve their fees with payments of cash or check, but they are also able to work off their fee balances. Students choosing the latter option would enter into an agreement with Hoopa Valley High School and be required to work off the owed balance at the rate of \$10.00/hr.

For more information regarding the agreement process, please contact the front office at 530-625-5600. Every agreement will need to be approved by a school administrator.

LOCATION SERVICES

Students' devices are managed by KTJUSD and we are able, to a certain extent, locate devices when they are powered on and connected to a wifi network; however, our location services are not exact and not always reliable, which is why students should never rely on this service to find a missing iPad. For legal reasons, Find Your iPad, a popular app, cannot be used to find a student's missing device. Always report your missing device as soon as possible.

CONSEQUENCES FOR LOST, STOLEN, OR INTENTIONAL

DAMAGE TO AN IPAD

The consequences listed below will be applied to any incident where a device is damaged, lost, or stolen. Apple Team members will follow these steps when they encounter incidents involving devices. These consequences also apply to the loss or damage of the Lightning-to-USB cable, 12w power adapter, and case. All of the aforementioned accessories are district issued, which is why they will be treated similarly to devices.

An “incident” is defined as a damaged, lost, or stolen device or out - of- warranty repair.

FIRST INCIDENT:

Student must review the iPad care and security sections of the iPad Handbook with an Apple Team member prior to receiving a replacement iPad. Student will be issued a replacement device for in-school use **only**, for a period to be determined by the Apple team. Take-home privileges may be restored after the determined period.

SECOND INCIDENT:

Student and their parent or guardian must meet with the Apple Team to review the Acceptable Use Agreement prior to being issued a replacement device. Student will be issued an iPad for in-school use **only**. Students are solely responsible for the care of their iPads and a second incident would disallow students from take-home privileges for the remainder of the academic year.

THIRD INCIDENT:

Student and their parent or guardian must meet with the Apple Team to determine incident specific consequences. Student **will not** be issued a replacement device after a third incident, for they have repeatedly failed to comply to the guidelines outlined in the Acceptable Use Agreement and will no longer be eligible for iPad privileges.

If a student fails to return the iPad at the end of the school year, or upon withdrawal, the student’s parent or guardian will be held liable for the full replacement cost of the iPad in accordance with BP 6161.2 Damaged or Lost Instructional Materials, which dictates “when materials are lost or so damages that they are no longer usable, the student shall be responsible for reparation equal to the current replacement cost of the materials.” As well, “if reparation is not excused and not paid by the student or parent/guardian, the district may initiate due process procedures to withhold the student’s grades, diploma, and transcripts.”

You must return the district - provided power adapter and Lightning-to-USB cable when you return your iPad.

Klamath-Trinity Joint Unified School District Student iPad Acceptable Use Agreement 9-12

KTJUSD Schools provides students with access to district technology resources for educational purposes. Students must adhere to all district policies and guidelines. Including Use of Technology in Instruction (policy BP 6162.7), Student Use of Technology (policy BP 6163.4), Student Use of Technology (policy AR 6163.4), Damaged or Lost Instructional Materials (policy BP 6161.2), Terms and Conditions for Humboldt County Public Schools Educational Use of the Internet, and the *Student Handbook*, in order to maintain that access. Failure to comply with these guidelines and those outlined in the *Student Handbook* may result in the loss of privileges.

BE RESPONSIBLE

- I will keep my iPad in the district-issued case at all times, and not place anything between the case and display.
- I understand that the iPad is vulnerable to damage if dropped, thrown, or crushed and I will take care when packing it in my school bag, backpack, or locker. I will not throw or swing my backpack containing an iPad.
- I will keep my iPad away from food, beverages, and other liquids.
- I will use only a soft, lint free cloth to clean the iPad, instead of liquids, cleansers, or household cleaning products.
- I will keep my iPad in places where the temperature is between 32 and 95F, for example taking it inside with me instead of leaving it in the car on a cold or hot day.

BE SAFE

- I will keep my iPad in my school bag or backpack when traveling to and from school.
- I will put away my iPad at the bus stop and recognize that I am in possession of an expensive, desirable piece of electronics. I will be mindful of my surroundings and cautious of opening myself up to theft.
- I will always supervise my iPad, and when it is not in use at school, it will be stored in a locked locker or other secure location.
- I will add a PIN to my iPad to protect my personal information and prevent unauthorized access to the device and its contents.

BE PRODUCTIVE

- I will bring my iPad to school everyday with a fully charged battery and I will also bring my power adapter to charge my iPad.
- During instructional time, I will only use apps and websites as directed by my teacher or as required for my assignments.
- I will always have enough memory on my iPad to download, access, and create any educational applications or files required by my teachers. I understand that I may need to delete any personal content on my iPad if I am running low on memory.
- I will use the iPad to do my own work and avoid plagiarism by giving credit to my sources.

BE RESPECTFUL

- I will not bully, harass, harm, or spread lies or misinformation about others.
- I will use the camera and microphone to take appropriate pictures, videos, and audio recordings.
- I understand that my use of the camera in a bathroom or locker room is strictly prohibited.
- I will use my iPad to access, submit, post, publish or display material that is legal, true, non-threatening, free of racially offensive content and does not hurt someone's reputation.

Student Name: _____ Student ID#: _____

Student Signature: _____ Date: _____

Apps, Web-based Services, and Parental Consent

In order for Hoopa Valley High School to facilitate a 1:1 personalized learning environment, the school will utilize applications (apps) and web-based services operated by third parties to provide students with access to online communication and collaboration tools and other instructional tools and materials. The District is required to comply with the federal regulations that require parental consent for students.

By signing below I consent to allowing KTJUSD through Hoopa Valley High School to issue an iPad to my child named above, to create any accounts necessary for my student to utilize district-approved applications and web-based services, and to share limited personal information with the third-party provider.

Parent/Guardian Signature: _____ Date: _____

DISTRICT POLICIES ABOUT TECHNOLOGY

KTJUSD provides access to district technology resources for educational purposes. This access may be taken away at any time for abusive or inappropriate conduct related to the use of district technology resources.

Failure to comply with the District policies or guidelines in this document for care and use of the iPad may result in the loss of iPad privileges. All use must comply with the following policies:

- **Policy BP 6162.7 Use of Technology in Instruction**

“The Board of Trustees intends that technological resources provided by the district be used in a responsible and proper manner in support of the instructional program and for the advancement of student learning. The Superintendent or designee shall notify students and parents/guardians about authorized uses of district computers and consequences for unauthorized use and/or unlawful activities. Consequences such as withholding grades, diploma or transcripts.”

- **Policy BP 6163.4 Student Use of Technology**

“The Board recognizes that trained teachers are needed to make the best use of the district's technology. Teachers and instructional aides shall receive training in using the technologies available to them. All district schools shall have the opportunity to obtain computers, software and other equipment. The district's educational software shall be carefully selected and evaluated so as to meet the teachers' and students' needs and conform with district policy and regulations.”

- **Policy AR 6163.4 Student Use of Technology**

“The student in whose name an online services account is issued is responsible for its proper use at all times. Students shall keep personal account numbers and passwords private and shall only use the account to which they have been assigned. Students shall use the district's system safely, responsibly, and primarily for educational purposes. Students shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.”

- **Policy BP 6161.2 Damaged or Lost Instructional Materials**

“Students are responsible for returning borrowed materials in good condition, with no more wear and tear than usually results from normal use. When materials are lost or so damaged that they are no longer usable, the student shall be responsible for reparation equal to the current replacement cost of the materials. If reparation is not excused and not paid by the student or parent/ guardian, the district may initiate due process procedures to withhold the student's grades, diploma and transcripts.”

- **Terms and Conditions for Humboldt County Public Schools**
 - Educational Use of the Internet**
- **Student iPad Acceptable Use Agreement**
- **Student Handbook**

All School Board policies can be viewed in their entirety at <http://www.ktjUSD.k12.ca.us/Departments/Board-of-Trustees/School-Board-Policies/index.html>

In order to view school board policies you will be prompted to enter the username/password. Below are the username and password that you will enter.

USERNAME: klamathtrinity

PASSWORD: public