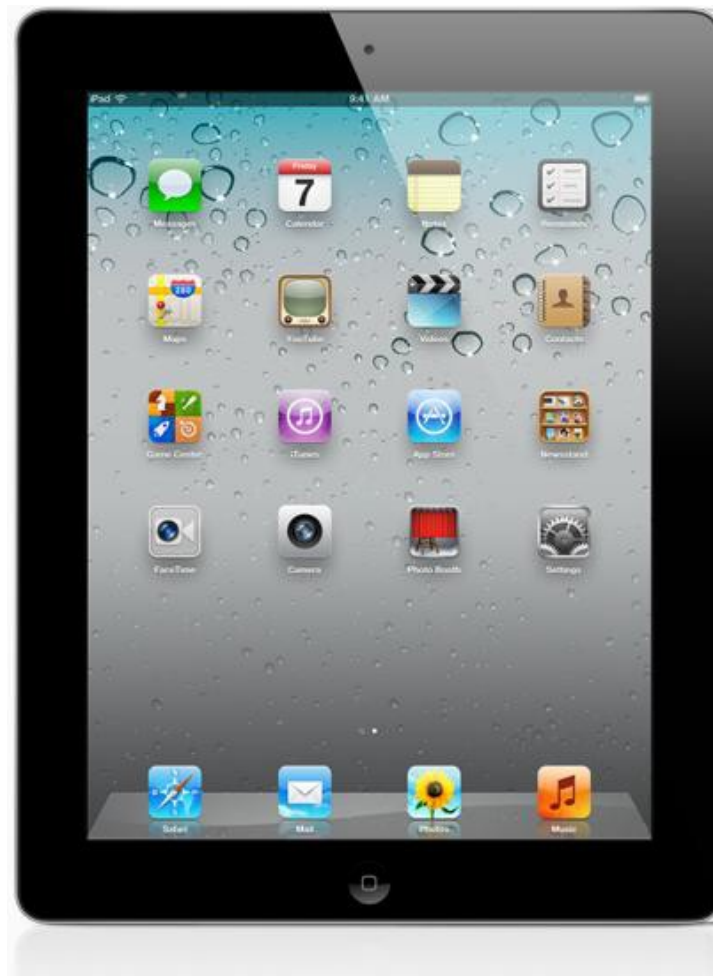




Santee School District



1:1 Digital Learning Program Policies and Procedures

updated Feb 2024

Policies and Procedures for 1:1 iPad Program Santee School District



Mission Statement

Santee School District assures a quality education, empowering students to achieve academic excellence and to develop life skills needed for success in a diverse and changing society.

Vision Statement

Santee School District will be an innovative leader in education, inspiring students to realize their unique potential.

The 1:1 digital learning program gives students the tools to have instant access to the world of information and also to become producers rather than just consumers of information that is available through the use of technology. The goal of the initiative is to provide each 3rd-8th grader in the district access to technology on a daily basis.

The Santee School District is taking an aggressive initiative to transform teaching and learning within the district. The 1:1 digital learning program benefits student learning in many ways by:

- Promoting student engagement and enthusiasm for learning.
- Encouraging collaboration among students, teachers, parents, community members, and people throughout the nation and world through interactive capabilities and opportunities.
- Reducing the use of worksheets and workbooks.
- Guiding students in their learning and production of knowledge.
- Allowing students access to information, along with an opportunity to connect it to their learning in a meaningful manner.
- Transforming the teacher from a director of learning to a facilitator of learning.

The policies, procedures and information within this document apply to all iPads used at Santee School District.

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Receiving Your iPad & Check-In

Receiving Your iPad

If they have not done so in previous years, parents and students must view the orientation video at <http://www.santeesd.net/Page/11698>. Before receiving an iPad, students and parents must sign and submit the following documents electronically:

- Financial Responsibility and Optional Insurance Agreement Form
- Student/Parent or Guardian Participation Agreement
- Acceptable Use Policy

iPad Check-In

iPads will be returned at the end of each school year to be examined for serviceability. If a student transfers out of the Santee School District during the school year, their iPad will be returned at that time. Additionally, if a student transfers between schools within the district, the iPad will be collected, reconfigured, and then reissued at the student's new school.

Check-In Fines

Individual school iPads and accessories must be returned to Santee School District at the end of each school year. Students who withdraw, are expelled, or terminate enrollment at Santee School District 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 may be subject to criminal prosecution or civil liability. The student's parent or guardian must also pay the cost of the iPad, or if applicable, any insurance deductible. Failure to return the iPad may result in a theft report being filed with the Sheriff's Department.

The student will be responsible for any damage to the iPad, consistent with the District's Insurance Agreement Form (see Appendix A for more details) and must return the iPad and accessories in satisfactory condition. The student's parent or guardian will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

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 reported to the student's teacher for an evaluation of the equipment.

General Precautions

- The iPad is school property and all users must 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 Santee School District.
- 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 district, at all times.**

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.

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.
- Nothing should be placed on top of the iPad.

Using Your iPad

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 class, unless specifically instructed not to do so by their teacher.

The iPad is the property of Santee School District. Therefore, school staff and administration have the right to check any material stored on a student’s iPad at any time.

iPads Left at Home

Students are responsible for bringing their charged iPad to school every day. If students leave their iPad at home, they are responsible for completing all course work as if they had their iPad present.

iPad Undergoing Repair

Loaner iPads may or may not be issued to students when they leave their iPads for repair, depending on the circumstances.

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.

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 are not to be programmed into the iPad by students or parents.

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 at the discretion of the teacher.
- Downloading or streaming music, videos and large image files that are not for school work is not allowed.
- Internet games are not allowed on the iPads. 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.

Printing

Printing will not be available from the iPad. If students need to print anything from their iPad, they will need to email the document to themselves or their teachers to print from the email. They may also transfer files to their teacher using a learning management system such as Edmodo or Google Classroom.

Home Internet Access

Students are allowed to set up wireless networks on the iPads. This will assist them with iPad use while at home. Printing at home will require the student to follow the same steps as if printing at school.

Managing Your Files & Saving Your Work

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. Students may save work to the home directory on the iPad on a limited basis. It is recommended that students store documents in online storage. Alternatively, documents may be stored on a flash drive. iPad malfunctions are not an acceptable excuse for not submitting work.

Network Connectivity

Santee School District endeavors to ensure connectivity at all times. In the rare case that the network is down, the district will not be responsible for lost or missing data.

Software on iPads

Originally Installed Software

The software/apps originally installed by Santee School District must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from iPads at the completion of the course. Periodic checks of iPads will be made to ensure that students have not removed required apps.

Additional Software

Students are not allowed to load school software/apps on their iPads. Santee School District will synchronize the iPads to update school provided apps.

Inspection

Students may be selected at random to provide their iPad for inspection. These inspections may include an inspection of all material saved on the iPad.

Procedure for Re-loading Software

If technical difficulties occur or illegal software or non-Santee School District installed apps are 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 content deleted due to a re-format and re-image.

Acceptable Use

The use of Santee School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the District is not transferable or extendible by students to people or groups outside the District and terminates when a student is no longer enrolled in the Santee School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Santee School District's Acceptable Use Policy as well as the Student Handbook shall be applied to student infractions.

Violations may result in disciplinary actions up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

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 do on the use of all media information sources such as television, telephones, movies, and radio.

School Responsibilities

- School will provide Internet and email access to its students.
- School will provide Internet filtering to block inappropriate materials.
- School will provide data storage areas. These will be treated similar to school lockers. Santee School District reserves the right to review, monitor, and restrict information stored on or transmitted via Santee School District owned equipment and to investigate inappropriate use of resources.
- School will provide training on how to appropriately use the iPad.
- School will provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

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Student Responsibilities

- Students will use iPads/computers in a responsible and ethical manner.
- Students will obey general school rules concerning behavior and communication that apply to iPad/computer use.
- Students will use all technology resources in an appropriate manner so as not to 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 via Santee School District’s designated Internet system is at your own risk. Santee School District does not take any responsibility for the accuracy or quality of information obtained through its services.
- Students will help the Santee School District protect its computer system/devices by contacting an administrator about any security problems they may encounter.
- Students will monitor all activity on their account(s).
- Students should always turn off and secure their iPad after they are done working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he or she should immediately notify their teacher.
- Students will return their iPad to the teacher at the end of each school year.
- Students who withdraw, are expelled or terminate enrollment at Santee School District for any other reason must return their individual school iPad on the date of termination.
- Students intending to travel outside the United States with a district-owned mobile device must first obtain permission from the school site principal and the District Information Technology Director before the device is permitted to leave the country.

Student Activities Strictly Prohibited

- Illegal installation or transmission of copyright materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening or otherwise intended to harass or demean recipients, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Messaging services (i.e. MSN Messenger, ICQ, etc.)
- Internet/computer games
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of iPad settings (exceptions include personal setting such as font size, brightness, etc.)
- Downloading of ANY apps.
- Spamming – sending mass or inappropriate emails.
- Unauthorized access to accounts, files, and/or data.
- Use of the school’s Internet/email accounts for financial or commercial gain or for any illegal activity.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including

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those necessary for chat rooms, eBay, email, 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, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Use of the iPad camera to take and/or distribute inappropriate or unethical material.
- Bypassing the Santee School District web filter through a web proxy.
- Any other illegal and/or unethical use as determined by the district and/or state and federal laws.

iPad Care

Students will be held responsible for maintaining their individual iPad and keeping them in good working order. Students will be responsible for damages to their iPads.

- iPad batteries must be charged and ready for school each day.
- Only labels or stickers applied by Santee School District may be applied to the iPad.
- iPad cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a replacement fee.
- iPads that malfunction or are lost, stolen, or damaged must be reported immediately to the teacher. The District will arrange for repair or replacement of all devices and accessories (see Appendix A for details on financial responsibility)

Legal Propriety

- 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.
- Plagiarism is viewed as a form of cheating and is therefore a violation of the Santee School District Student Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession or hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

Student Discipline

If a student violates any part of the above policy, he or she will be subject to consequences as listed in the Acceptable Use Policy and Santee School District Student Handbook.

District Property

The iPad is the property of Santee School District. Therefore, school staff and administration have the right to check any material stored on a student's iPad at any time.

Protecting & Storing Your iPad

iPad Identification

Student iPads will be labeled in the manner specified by the school. iPads can be identified in the following ways:

- Record of serial numbers and correlated asset tag.
- Santee School District Label.

Storing Your iPad

When students are not using their iPads during the school day they should be stored in the classroom or kept with the student. Nothing should be placed on top of the iPad. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. iPads should not be stored in a vehicle at school or at home. If a student needs a secure place to store their iPad, they may keep it in the classroom storage area.

Do NOT leave your iPad in a place that is experiencing extreme hot or cold conditions (i.e. car in summer or winter). Extreme heat will damage the unit itself and extreme cold will cause severe screen damage.

iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds, lunchroom, computer lab, locker rooms, unlocked classrooms, busses, and hallways. Any iPad left in these areas is in danger of being stolen or damaged. If an iPad is found in an unsupervised area, it will be taken to the office. Violations may result in loss of iPad privileges and/or other privileges.

Financial Responsibility for Repairing or Replacing Your iPad device

Refer to Appendix A for information regarding financial responsibility for loss, theft, and damage.

Student Mobile Digital Device Financial Responsibility Policy

Background

The Santee School District is embarking on a multi-year initiative to provide a digital device (iPad or similar) to every student for use in the classroom. In most cases, students will take the devices home with them for research and homework assignments during the school year. Students will turn in their devices at the end of each school year for maintenance, so the devices will not be taken home during summer break.

Use of the device, accessories, and all necessary software is provided free of charge but, in accordance with applicable laws, parents/guardians may be held financially responsible for damages, loss, or theft of the device under certain circumstances.

Terms and Conditions

Financial Responsibility for Damage/Loss/Theft

The District has subscribed to AppleCare+ for School warranty for all student iPads, **removing the need for the Optional Insurance**. Parents and students are still responsible for the proper care and maintenance of the iPad despite the warranty coverage.

The “AppleCare+ for School” warranty for the new iPad:

Covers:

1. Defects arising from material and/or workmanship issues, this coverage includes the charger and cable.
2. Replacement of battery with diminished capacity due to usage over time.
3. Accidental damage to the iPad resulting from unintentional and unexpected incidents.
4. Each covered iPad is eligible for up to two (2) Accidental Damage incidents per year.

Does not cover:

1. Repairs due to normal wear and tear, and/or cosmetic damages that do not affect functionality of the device.
2. Replacement of lost or stolen iPad, charges, and cable.
3. Damage resulting from reckless, abusive, willful, and/or intentional conduct.
4. Damage from the use of the iPad in a manner that is not normal or intended by Apple.
5. Damage due to excessive or catastrophic physical damage (crushed or bent).
6. Damage due to excessive or catastrophic liquid contact (partially or wholly submerged in liquid).
7. iPad that has been opened, services, modified, or altered without authorization from the District.

Below is a table that summarizes the circumstances under which a parent/guardian may be help financially responsible for damage/loss/theft of a Student Device in contrast to conditions under which the District would take financial responsibility.

Event	Conditions	Location	Financial Responsibility	
			District	Parent/ Guardian
Damage to Device, Case, or Charging Accessories	Accidental	On School Grounds	X	
		Off School Grounds	X	
	Malicious intent, gross negligence, or student behavior directly contributing to damage	On School Grounds		X
		Off School Grounds		X
Loss or Theft	Reasonably assumed to be under control of the student	On School Grounds		X
		Off School Grounds		X
	Reasonably assumed to be under control of school personnel or locked in a secure location	On School Grounds	X	

Parents/guardians will be responsible for the full cost of either repair or replacement of devices lost, stolen, or damaged in the possession of their students in accordance with the provisions in table above.