Tiegerman Schools
iPad Procedures and
Information Handbook
for Parents and Students

1.   General Information

Excellence in education requires that technology is seamlessly integrated throughout the educational curricula. Increasing access to technology is essential to build upon college and career readiness skills. The individual use of IPads is a way to empower students to maximize their full potential and to prepare them for college and the workplace. This Handbook and attached agreement provide information concerning the IPads used by students at Tiegerman Schools.

1.1 Receiving an IPad:

- Students who receive an IPad, will also receive a charger, and carrying case.

- Parents/guardians and students must sign and return the Tiegerman Schools IPad Agreement (see last page) before an IPad is issued to the student. IPads will be labeled in a manner specified by the Tiegerman Schools which will include the serial number and asset tag.

- The IPad is the property of Tiegerman Schools and may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on an IPad or a school supplied and supported service.

- Students are responsible for following the Tiegerman Schools Internet Use and Internet Safety Policies and appropriate handling of the device in/out of school.

1.2 Returning an IPad:

- IPads will be returned prior to the end of the school year, on a date to be provided, for service and summer storage.

- When a student leaves Tiegerman Schools for any reason during the school year (graduates early, transfers, withdraws, etc.), the IPad and accessories (IPad charger, IPad case, and any other peripheral devices/tools provided) will be returned to the school main office at that time.

- If a student fails to return the IPad and accessories provided at the end of the school year, upon termination of enrollment at Tiegerman Schools, or at any other time requested by Tiegerman Schools, there will be a charge for the replacement of each item. Failure to return the IPad and accessories provided will result in a theft report being filed.

- The student will be responsible for any damage to the IPad (see *IPad Protection Plan* below), and must return the device and accessories to Tiegerman Schools in good working condition. A fee will be charged for any needed repairs beyond protection plan coverage, not to exceed the replacement cost of the IPad.

2. Taking Care of Your IPad

Students are responsible for the general care of the IPad that they have been issued by Tiegerman Schools.

2.1 Support and Repairs / Fines Related to Your IPad:

- All damage, loss, or theft of an IPad must be reported by the student to the school administration immediately.
- IPads that are broken or fail to work properly must be taken to the IT Department in the student's school for an evaluation of the equipment. This includes but is not limited to: battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- Hardware/software repairs that are not due to misuse, carelessness or intentional damage will be covered under the device protection plan as delineated in the chart below; however any intentional damage to the device or damage due to misuse or carelessness will incur a cost.
- Support and Repairs will be defined in accordance with the below chart or as the circumstances may warrant in the discretion of Tiegerman Schools and its administrators.
- All reports will be investigated and addressed on a case-by-case basis.
- Do not attempt to remove or change the physical structure of the computer, including the keys, screen cover or plastic casing. Doing so will void the manufacturer's warranty, and families will be responsible for 100 percent of the repair or replacement cost.

A report must be made immediately to administration for any damage, loss, or theft of IPad	
Accidental Damage (1st Instance)	The device and case must be returned to the school so that a new or spare device may be issued at NO cost to student.
Accidental Damage (additional instances)	The device must be returned to the school. The student may not be permitted to take the device home. This also may result in a referral and disciplinary action. The student/parent will be charged for repair and/or replacement up to full replacement cost of $300 (or a higher amount depending on cost at time of repair/replacement).
Intentional Damage (any part of IPad)	The device must be returned to the school. Deliberate damage will be referred to the principal. The student/parent will be charged for repair and/or replacement up to full replacement cost of $300 (or a higher amount depending on cost at time of repair/replacement). Any and all appropriate discipline for damage to school property or as otherwise may be appropriate and as set forth in applicable existing or future School Board policies or school building policies.
Loss	Cost for a lost IPad is $300 (or a higher amount depending on current cost) A police report MUST be filed with the appropriate police department
Theft	A police report MUST be filed with the appropriate Police department
Powercord	Cost for a lost power cord is $40 (or a higher amount depending on cost at time of repair/replacement)
Case	Cost for a lost case is $18 (or a higher amount depending on cost at time of repair/replacement）

2.2 Carrying:

A protective case is provided with each IPad. The use of protective cases is required to safeguard the IPad from normal wear and tear and provide a suitable means for carrying the device within and to/from the school.

2.3 General care:

General Precautions/Handling/Guidelines
- The IPad is Tiegerman Schools' property and all users will follow this Handbook and the Tiegerman Schools Internet Use and Internet Safety Policies.
- IPads must remain free of any writing, drawing, adhesives, stickers, or labels that are not the property of the Tiegerman Schools. Student-purchased snap-on protective hard shell cases can be used to individualize/decorate IPad.
- Do not remove or interfere with the serial number or any identification placed on the computer.
- Do not do anything to the device that will permanently alter it in any way.

Power Cable
- Cords and cables should be inserted carefully into the IPad to prevent damage.
- **Students are responsible for keeping their IPad's battery charged for school each day.**

Cleaning & Screen Care
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- The IPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

Protecting and Storing Your IPad
- IPads are very sensitive to extreme heat and extreme cold therefore leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
- Do not stack any books, heavy materials, etc. on top of the IPad as it could cause the device to break.
- IPads must never be left unattended or in an unlocked locker, unlocked car or any unsupervised area.
- When students are not using their IPads, they should be stored in a safe place.
- Students must not keep food or beverages near the IPad since they may cause damage to the device.
- Students may not loan out their IPad to any other student, family member or other individual.

2.4. Claims:
- All claims must be reported to the school office. Students or parents must provide a report in instances of loss, theft, vandalism, or fire related damage. A copy of this report must be submitted to school administration before an IPad can be repaired or replaced with School Tiegerman Schools Protection.

2.5 IPad Identification:
- IPads can be identified by the serial number, asset tag, or student name.
- **Under no circumstances are students to modify, remove, or destroy identification labels.**

3. Using Your IPad at School and Home

IPads are intended for used during the school day.

3.1 IPad Undergoing Repair

- Replacement IPads may be loaned to students when they leave their IPads with IT Department for repair. Please note that there may be a delay in getting a "loaner" IPad should the school not have enough to distribute.

3.2 Managing your Files / Photos / Screensavers / Wallpaper

- All files need to be stored in Google Drive and not on the local hard drive.
- Any data stored locally on an IPad device (not in Drive) will be automatically deleted periodically and often without notice as part of computer maintenance.
- IPads will NOT be backed up by Tiegerman Schools in cases of resetting or re-imaging. It is the student's responsibility to ensure that his or her work is saved in Google Drive.
- IPad malfunctions are not an acceptable excuse for not submitting your work.
- Inappropriate media should not be on the device and may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures or any other material deemed inappropriate by Tiegerman Schools will result in disciplinary actions and may also result in a loss of IPad privileges.
- Photos/videos require a large amount of storage space on the device. Only photos that are for an educational purpose should be saved to the device. All other photos/videos should not be taken or stored.

3.3 Sound, Music, Games, or Programs

- Personal music is not allowed on the IPad. Any music on the device should only be added at the request and discretion of a teacher.
- Non-educational games are not allowed on the IPads.
- All software/apps must be Tiegerman Schools provided or requested in writing for Tiegerman Schools' approval. Data storage on the IPad is limited and should be managed by the student so that the full educational potential of the IPad is available. Any instance of downloading apps that have not been approved by Tiegerman Schools are carefully monitored and will result in deletion of the program from the IPad device and disciplinary action.
- All extensions/apps installed by Tiegerman Schools must remain on the IPad in usable condition.
- Any attempt to "jailbreak" the IPad or change the configuration will result in an immediate disciplinary action.

3.4 Microphone and Camera
- The IPad comes equipped with both audio and video capabilities. As with all recording devices, students must obtain all required and appropriate permission before recording an individual or group and/or posting the recording online.
- Outside of school, use of camera is allowed at home with permission from parents/guardians.

3.5 Home Internet Access and Internet Use Guidelines
- Students are allowed to set up access to one or more home or public wireless networks on their IPads. This will allow students to successfully complete, retrieve and access educational content used in classes with the IPad successfully.
- All content will be directed through a District-managed filter; however, students are also expected to abide by the Tiegerman Schools Internet Use and Internet Safety Policies and student Code of Conduct.

3.6 Basic Troubleshooting

Many basic system issues can be addressed by simply restarting the device.

- To restart, sign out and then click, "Shut down", or hold down the power key for three seconds to shut the device off. Once powered off, press the power key to start up.
- Restart the device if you experience one of the following:
  - Device is having difficulty finding or maintaining a wireless connection
  - Device freezes or is unresponsive
  - Device seems to be running slowly
- Is the IPad ready for an update?
  - When updates are available for the IPad, they will automatically download and install the next time the IPad powers on.
- If none of these basic troubleshooting steps fix the issue, report it to the IT Department, your teacher or your building Principal for an evaluation.

4. Responsibilities and Expectations

IPads are intended for use during school activities each day.

4.1 Parent/Guardian Responsibilities
- Please talk to your children about the values and 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.
- Become increasingly active participants by asking your child to show you what sites they are navigating to and/or what apps are being used and how they work.
  - The following resources will assist in promoting positive conversations between you and your child regarding digital citizenship as it relates to Internet safety, conduct, and Netiquette.
    - NetSmartz: http://www.netsmartz.org/Parents
    - CommonSense Media: http://www.commonsensemedia.org/blog/digital-citizenship
- Ensure that your child uses, stores, maintains the device in accordance with this Handbook, and immediately submits the device to the IT Department in their building or their teacher/building Principal as needed.
- Ensure that siblings and other family members are not using the device.

4.2 School Responsibilities
- Provide Internet and Online Course Materials access to its students.
- Provide Internet filtering and blocking of inappropriate materials to the extent possible and practicable as required by the Children's Internet Protection Act (CIPA).
- IPads will be treated similar to the policy surrounding school lockers. Tiegerman Schools reserves the right to review, monitor, and restrict information stored on or transmitted via Tiegerman Schools-owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance of Tiegerman Schools Internet Use and Internet Safety Policies.
- Network supervision and security maintenance that may require monitoring of directories, messages, or Internet activity.

4.3 Student Responsibilities
- Using devices in a responsible and ethical manner and in compliance with this Handbook.
- Obeying general school rules concerning behavior and communication that apply to technology use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. Taking a proactive role to aid Tiegerman Schools in the protection of our device by contacting an administrator about any damage or security problems they may encounter.
- 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 a violation of Tiegerman Schools Code of Conduct. 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 of hacking software is strictly prohibited and violators will be subject to the Tiegerman Schools' Parent/Student Handbook and Student Code of Conduct. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the Tiegerman Schools.
- Returning their IPad at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Tiegerman Schools for any other reason must return their individual school IPad and other peripherals on the date of termination.
- Monitoring all activity on their account(s).
- IPads have the ability to be remotely located. Modifying, disabling, or attempting to disable the locator is grounds for disciplinary action.

4.4 Student Activities Strictly Prohibited

Students are strictly prohibited from the following actions while using their IPad (Tiegerman Schools reserves the right to modify this list at any time):

- Bypassing Tiegerman's web filter through a web proxy
- Illegal installation or transmission of copyrighted materials
- Any action that violates an applicable existing or future Board policy and any applicable laws
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Changing of IPad settings (exceptions include personal settings such as font size, brightness, etc)
- Using the Internet to access personal (non-school related) accounts - i.e. non-school provided email accounts as well as social media sites, etc.
- Gaining access to other student's accounts, files, and/or data
- Use of the school's Internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Sending anonymous or misleading communications for any inappropriate purpose via any means
- Disclosing personal information, without the permission and supervision of their parents or a school staff member, over the Internet. This includes, but is not limited to, setting up internet accounts including 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
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients

4.5 Legal Propriety

1. Tiegerman Schools retains the right to monitor, access, and review all messages or information, e.g., files, created, received or sent over, or stored on, Tiegerman Schools' technology and communication networks at all times and without notice in order to determine compliance with Tiegerman Schools' Policies.

Some material on the Internet may contain items that are inaccurate or potentially offensive to some people. Although efforts are being taken to minimize student exposure to inappropriate material through the use of a web filter, it is ultimately the responsibility of parents and guardians of minors to set and convey standards that their children should follow when using electronic resources like the Internet.