



**HADDON TOWNSHIP PUBLIC SCHOOLS
ONE TO ONE IPAD
POLICY, PROCEDURE AND INFORMATION**

Philosophy:

A core belief of the Haddon Township Board of Education is that we are entrusted with the responsibility to provide a meaningful and relevant educational program that consistently meets the needs of our students collectively and individually. The addition of iPads as teaching and learning tools for teachers in all grade levels and subject areas and all students in grades 3-12 demonstrates the commitment to our teachers and students, which reflects that belief.

While there is significant research to demonstrate the value of personal computing devices and their place in the educational program, the best research is simply observational. As we interact with the children of today we see their engagement in their own devices as both entertainment and as information resources. Since these tools exist in our world to a more significant degree every day, the school district's rationale for their use is two-fold.

Rationale:

1. The Haddon Township School District is committed to providing an exceptional education for the children of the community in order to prepare them for the world they will enter upon graduation. Personal computing devices have become essential learning tools that are part of an educational covenant to teach skills that are required in preparation for **twenty-first century work**. Research tells us that these skills are, **collaboration, creativity and critical thinking**. It is our intention to teach these skills through the integration of school issued iPads as learning tools.
2. We find that as a result of the number of resources available, schooling has changed. The notion of *information literacy* is an essential life skill in our world today. It is defined by the Association of College and Research Libraries as,

*....a set of abilities requiring individuals to "recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information.".....
Because of the escalating complexity of this environment, individuals are faced with diverse, abundant information choices--in their academic studies, in the workplace, and in their personal lives.*

Our students access this information daily in unfiltered formats, raising questions about its authenticity, validity, and reliability. **It has become part of the work of school to teach students how to filter and use this information for a clear purpose and in a responsible way.** Personal computing devices afford us the opportunity to teach and develop those skills.

Goals:

The Haddon School District will:

1. Utilize the iPad devices and the extensive instructional capabilities they hold in all of the district grade levels and as **individual learning tools in grades 3-12**. This will be a developmental process, whose growth we will support and guide.
2. Recognize the value of the Internet as a tool that is replete with **global resources** and connections. We will introduce and enhance global awareness as is **developmentally appropriate** for our students.
3. Utilize the significant number of educational applications that can be implemented to enhance the experience for students by **increasing engagement and providing more customized opportunities** for them as learners. Students will learn how to **understand themselves better as learners** and seek tools that match their skills, abilities and interests.
4. Implement instruction that reflects the twenty-first century skills of **collaboration, creativity and critical thinking**. In this setting, teachers become facilitators of learning. Students will also participate in the evolutionary process that results in accepting responsibility for their own learning.
5. Interweave **information literacy** into instructional content and processes.
6. Teach students to function as **responsible digital citizens**, understanding the educational value of iPads as learning tools. As such, students will use the devices with **discipline and intention** while learning management and organizational skills specifically aligned to the devices and the resources they provide.

1. General Information

iPads are provided to the students/staff of the Haddon Township School District as an educational tool. It is important to remain aware that they are the property of the school district and will be treated in much the same way as other district-owned educational materials. Students/staff are expected to treat the iPads as valuable pieces of equipment and take responsible care of them as well as repairing or replacing them if they are damaged or lost (see Damage/Theft/Loss/Fines).

iPad Check-in/Returns

- The iPad will be distributed each fall after the student/guardian/teacher informational meetings and after the Acceptable Use Policy (AUP) and Pledge for iPad Use are signed by parent/guardian and student or staff member. They will be labeled in a manner that specifies the district, school, user:
 - Serial number
 - Haddon Township School District number
 - Student identification number
- iPads will be returned prior to the end of the school year, on a date to be determined, for the purpose of examination of serviceability of the machine, downloaded content, and summer maintenance and storage.

- The iPad and accessories must be returned in good working condition. Should the iPad be damaged, the user may be charged a fee for needed repairs, up to the replacement cost.
- Students who graduate early, transfer, withdraw, or, for any reason, terminate enrollment in the Haddon Township Public School District must return their iPad, iPad charger, iPad case, and any other peripheral devices/tools provided on the date of termination.
- Staff who separate employment or are on a temporary leave of absence from the Haddon Township Public School District must return their iPad, iPad charger, iPad case, and any other peripheral devices/tools provided on the date of separation.
- Failure to return the iPad and its accessories may result in a theft report being filed with the Haddon Township Police Department and the user may be subject to criminal prosecution or civil liability.

Damage/Loss/Theft/Fines

- If at any point during the school year there is damage, loss, or theft of an iPad and/or accessories, the user must report to the appropriate personnel. Students in grades 3-5 will report to the classroom teacher, students in grades 6-8 report to the RMS main office, students in grades 9-12 report to the office of the Director of Technology.
- Any technical issue with the device that cannot be resolved must be reported to the appropriate personnel immediately. This includes, but is not limited to: iOS, battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- Any hardware/software repairs that are not due to misuse or damage will be covered without cost; however, any accidental or intentional damage to the device may incur a cost.
- Fines will be imposed in accordance with the chart below or as the circumstances may warrant at the discretion of the Haddon Township Public School District.
- After two incidents of accidental damage, the student may lose the privilege of being in the iPad 1:1 program and may not be permitted to take the device home.
- All reports will be investigated and addressed on a case-by-case basis.

| Issue | Action(s) Necessary | Cost |
|--|---|---|
| Accidental - 1st instance Damage/Loss/ Negligent loss (no effort to properly secure the device) | A report must be made to the appropriate personnel immediately. The device, charger, and case must be returned to the school so that a determination may be made whether the device can be repaired or needs to be replaced. A spare device may be issued (if available). | \$50 |
| Accidental - 2nd instance Damage/Loss/ Negligent loss (no effort to properly secure the device) | A report must be made to the appropriate personnel immediately. The device, charger, and case must be returned to the school so that a determination may be made whether the device can be repaired or needs to be replaced. A spare device may not be issued. The student may need to wait until the original device is returned from service. | \$100 |
| Accidental - 3rd instance Damage/Loss/ Negligent loss (no effort to properly secure the device) | A report must be made to the appropriate personnel immediately. The device, charger, and case must be returned to the school so that a determination may be made whether the device can be repaired or needs to be replaced. The student must wait until the original device is returned from service. Some loss of privileges of using the iPad may occur. | All costs associated with repairing or replacing the device will be borne by the student. |
| Intentional Damage | Deliberate damage will be referred to the principal or assistant principal. Any and all appropriate discipline for damage to school property as set forth in the discipline code will be administered. | All costs associated with repairing or replacing the device will be borne by the student. |
| Theft | A report of a theft (as determined by the school administrator. No all appropriate efforts to secure the device were made) of the iPad or accessories must be made to the main office immediately. If the theft occurs outside of the school, the user must file a police report. A copy of the police report must be submitted within 5 days of the incident to main office personnel. | No cost for the first instance . Costs may be charged with repeated occurrences. |

2. TAKING CARE OF YOUR IPAD

Users are responsible for the general care of the iPad issued by the school. iPads that are broken or fail to work properly must be taken to appropriate personnel for evaluation. Elementary students should report the issue to their classroom teacher.

General Precautions

- The iPad is school property. All users must follow the guidelines contained within this manual and the Haddon Township Public School District Acceptable Use Policy (AUP) for technology.
- Cords and cables should be inserted carefully into the iPad to prevent damage.
- iPads and iPad cases must remain free of any writing, drawing, stickers, or labels that are not the property of the Haddon Township Public School District.
- When students are not using their iPads, they should be stored in their lockers. Students in grades 8-12 should avoid storing iPads in top locker section. During gym periods the Haddon Township School District recommends the students use either a gym locker or place them in their student lockers. Students must use a combination lock on the gym locker. iPads must never be left in an unlocked locker, vehicle, or any unsupervised area. If an iPad is found in an unsupervised area, it will be taken to the Main Office. Disciplinary action may result.
- Students are encouraged to take their iPads home every day after school, for charging, regardless of whether or not they are needed.
- Students are required to keep their iPad battery fully charged each school day.
- iPads are 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.
- No food or drink should be consumed while using the iPad.

Carrying iPads

The protective cases provided with iPads have sufficient padding to protect the iPad from normal wear and tear and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- iPads must always be within the school-issued protective case.
- Avoid placing too much pressure and weight on the iPad screen.
- Screen Care
 - The iPad screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage from excessive pressure on the screen.
 - Do not lean on the top of the iPad case when it is closed.
 - Do not place anything near the iPad that could put pressure on the screen.
 - Clean the screen only with a soft, dry cloth or anti-static cloth.
 - Do not “bump” the iPad against lockers, walls, car doors, floors, etc as it will eventually break the screen.

3. USING YOUR IPAD AT SCHOOL AND HOME

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 all classes, unless specifically instructed not to do so by their teachers.

iPads Left at Home

- Students who leave their iPads at home are responsible for getting the course work completed as if they had their iPads present.
- Students who repeatedly leave their iPads at home (three or more times as determined by any staff member) may be required to “check out” the iPads daily. “Checking out” identifies that the students will only be able to utilize the iPads during school hours. The iPads will be checked out from the guidance office (HS), main office (MS) or classroom teacher (elementary) in the morning and returned at the end of the school day. This may be required for up to one marking period.
- After the first “check out” period, the iPad will be returned to the student for use at home. If this incident occurs again, the student may be required to “check out” the iPad for the balance of the school year.
- iPads may not be used in the hallway, restroom or locker room.
- Students must not provide any personal information over the Internet.

iPad Undergoing Repair

- Replacement iPads may be issued to students when their iPads are being repaired or replaced. Please note that there may be a delay in getting an iPad should the school not have enough to distribute.
- Replacement iPads will not be issued for use in school until all fines have been paid.

Charging Your iPad Battery

- iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening.
- Failure to fully charge the battery at home will be treated the same as if students left the iPad at home.
- In cases where in-school use of the iPad has caused batteries to become discharged, students may be able to connect their iPads to a power outlet in class.

Photo Library/Screensavers/Background photos

- 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, pictures, or any material that may result in an HIB violation will result in disciplinary action and may also result in a loss of iPad privileges.
- Photos/videos require a large amount of storage space on the device. Photos and videos must be stored “in the cloud” rather than on the device.

Apps, Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Personal music and games should not be stored on the iPad. Any music or games on the device should only be added at the request of a teacher for educational purposes.
- 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.
- Students in grades 9-12 may download 5 personal, school-appropriate apps that are consistent with the District Acceptable Use Policy.

Printing

- Printing will **not** be available in school with student iPads. Students should communicate with their teachers about storing, sharing and/or printing their work.

Home Internet Access

- Users are allowed to set up access to home wireless networks on their iPads. This will assist with the ability to complete, retrieve, access, etc. educational content used in classes with the iPad successfully.
- Users may also set up home printing capabilities for their iPad. This can be accomplished with a wireless printer or a connection using Google Cloud Print.
- Parents/guardians are strongly encouraged to provide content filtering at home. It is suggested that they contact their Internet provider for details and support.

4. MANAGING YOUR FILES & SAVING YOUR WORK

Saving Your Work With the iPad

- Users may save work to their Google Docs (Drive) accounts or other cloud based storage medium via the iPad.
- Storage space will be available on the iPad, but since the device has storage limitations it is vital that the storage space be reserved for educational use only. It is also important to note that iPads will **NOT** be backed up by the district in cases of resetting or re-imaging.
- It is the users' responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.

Network Connectivity

- The Haddon Township School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.
- Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

5. SOFTWARE ON iPADS

Originally Installed Software

- The Extensions/Apps originally installed by Haddon Township Schools 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. Periodically, system reports may be run to ensure that users have not violated the Acceptable Use Policy (AUP).

Software/OS Configuration

- Any attempt to change the configuration of the iPad will result in an immediate disciplinary action.

Inspection

- iPads issued to all users may be selected at random for inspection.
- Reasons for iPad inspection may include but are not limited to the following: functionality, maintenance, serviceability, and to check for any violations of student Acceptable Use Policy (AUP) when using the iPad.

Procedure for Re-loading Software

- If technical difficulties occur or inappropriate software is discovered, the iPad may be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or re-image any device. Please use cloud storage.

Software Updates

- Updated versions of licensed software/apps may become available from time to time. Students are encouraged to periodically update the apps on the iPad if prompted.

6. RESPONSIBILITIES AND EXPECTATIONS

Parents and Guardians are asked to:

- 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.
- Ensure that siblings and other family members are not using the device for personal use.
- Become active participants by asking your child/children 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 conversation(s) between you and your children regarding digital citizenship as it relates to Internet safety, conduct, and “Netiquette.”

NetSmartz: <http://www.netsmartz.org/Parents>

CommonSense Media: <http://www.common Sense Media.org/blog/digital-citizenship>

The School will:

- Provide Internet and online course materials access to its users.
- Provide Internet filtering and block inappropriate materials, as able.
- Treat the borrowing of the iPad just as we do the borrowing of a school locker. Similar to the policy surrounding school lockers, the Haddon Township School District reserves the right to review, monitor, and restrict information stored on or transmitted via the Haddon Township School District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance of the Acceptable Use Policy.

Users are expected to:

- Use computers/devices in a responsible and ethical manner, following the “TRUST” guidelines outlined below:
 - Think about privacy before posting; nothing you post online is private.
 - Recognize others’ work and ideas and treat them with respect.
 - Unleash learning with technology; technology should be an educational tool, not a distraction.
 - Stand up to inappropriate use. You know right from wrong; consider that before posting.
 - Treat myself and others with respect.
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher, administrator or parent.
- 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. Plagiarism is a violation of the Haddon Township School District Code of Conduct.
- Report emails or online content (i.e. social media, web pages) containing inappropriate or abusive language

Violations of Policy/Procedures/Expectations

- If a student violates any part of the policies, procedures, expectations outlined in this document, the student handbook or District policies, he/she will be disciplined in accordance with the Haddon Township Public Schools discipline policy (outlined in the student handbook).
- If a staff member violates any part of the policies, procedures, expectations outlined in this document or district policies, he/she will be disciplined in accordance with the Staff Acceptable Use Policy 3321.

7. REPAIRING OR REPLACING YOUR IPAD**School District Insurance Protection**

- The Haddon Township School District provides insurance for all iPads.
- This protection covers any type of device malfunction at no expense to the user. It also covers limited damage for the iPad. Additional compensation from students for damage or loss may apply (see Damage/Loss/Theft/Fines).

Personal Home or Homeowners Coverage

- Users may wish to carry their own personal insurance to protect the iPad in cases of theft, loss, or damage. Please consult with your insurance agent for details about your personal coverage of the iPad. Most insurances will require a rider for electronics and will set a maximum for coverage, as well as a higher deductible for loss or damage.

Claims

- All insurance claims from personal insurance must be reported to the school office. In instances of theft, vandalism, or fire related damage, users must provide a report. A copy of this report must be submitted to school administration before an iPad can be repaired or replaced with School District Protection.

Pledge for iPad Use

I /we understand that iPads are intended primarily for educational use. Students in grades 3-8 are not permitted to download any applications. Students in grades 9-12 are permitted to download applications but may only download 5 “personal” apps.

I/we understand my/our responsibilities with respect to the care and maintenance of the iPad.

I/we understand the terms and conditions of the insurance coverage for the iPad that was purchased by the Haddon Township School District.

I/we understand that users may take iPads home in the evenings for school related use; however, I/we understand that users must have iPads in school every day.

I/we understand that any problems or damage to the iPad must be reported to the appropriate personnel.

I/we understand that the Haddon Township School District reserves the right to conduct unannounced inspections of iPads.

I/we understand that the use of iPads will be governed by all terms and conditions of the Haddon Township School District policies and regulations, including but not limited to the Haddon Township School District Acceptable Use of Technology Policy 2361.

I/we understand that individual school iPad computers and accessories must be returned to the Haddon Township Schools at the end of each school year in the condition it was received.

I/we understand that students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Haddon Township Schools for any other reason must return their iPad and all accessories on the date of termination.

I/we understand that Failure to hand in iPad under any of these circumstances will result in the withholding of student records.

I/we understand that staff who separate employment or are on a temporary leave of absence

from the Haddon Township Public School District must return their iPad, iPad charger, iPad case, and any other peripheral devices/tools provided on the date of separation.

Please fill out the form contained in the email. Students/staff will not receive iPads until the form is completed.

