

At Lake Minneola High School, careful planning has gone into every aspect of the design and construction to ensure that this school will be a vital learning center not only when it opens in August, but also for years to come. The iPad program is a foundational component of this high-tech school's curriculum and instructional delivery, and will offer students the opportunity to engage in the learning process in ways never before possible. The iPad will be used in place of student textbooks, for organization of notes and files, for accessing the Internet and the district network, and for a myriad of instructional applications. As a tool with such a prominent role in the daily educational process, it's imperative to establish policies and guidelines for the appropriate use of this device. The purpose of this document is to outline those policies and procedures. The policies, procedures and information within this document apply to all iPads used at Lake Minneola High School, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

## iPad Orientation

1. Prior to receiving a district-provided iPad or being permitted to use a personal iPad at school, students must:
  - a. Return the acceptable use policies, lease agreements, and insurance documents signed by both student and parent;
  - b. Submit payment for the lease of a school-owned device; or attend a district setup training for students bringing their personal iPads for use in school; and
  - c. Attend a mandatory iPad orientation session.
2. Students are responsible for lost, damaged, or stolen iPads.
3. District-provided iPads will be distributed for use during the school year, and must be returned with all accessories one week before the end of the school year, or when a student withdraws or transfers to another school.
4. 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 teacher.
5. iPads must be brought to school each day fully charged.
6. If students forget to bring their iPad to school, they will still be responsible for completing all class assignments and work using textbooks, paper and pencil.
7. Students who repeatedly leave their iPad at home will temporarily lose iPad privileges.
8. iPads that malfunction or are damaged must be reported to the media center. The school district will be responsible for repairing iPads that malfunction. iPads that have been damaged

from student misuse, neglect or are accidentally damaged will be repaired with cost being borne by the student.

9. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally.

### **Apps, Files, and More**

1. The apps originally installed by the district must remain on the iPad in usable condition and easily accessible at all times.
2. Students are not permitted to add apps to their iPads or to sync their iPads to their home accounts. When additional apps are needed for specific coursework or classes, they will be added by school or district personnel.
3. Students may be required to turn in their iPads periodically for upgrades or syncing.
4. Students are allowed to set up wireless networks on their iPads. This will assist them with iPad use while at home. Printing at home will require a wireless printer, proper settings on the iPad and the correct app.
5. Correct procedures for saving and transferring files to and from the iPad will be covered in the orientation, and may vary from one teacher to another.
6. Students may be selected at random to provide their iPad for inspection.
7. If technical issues occur, or if unauthorized apps are found on an iPad, the iPad will be restored to its original format. The school/district does not accept responsibility for lost documents due to a reformat.

### **Acceptable Use**

The use of the iPads at Lake Minneola High School is a privilege, not a right. The privilege of using the technology resources provided by Lake Minneola High School is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled at Lake Minneola High School. 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 Lake County Schools' Discipline Code of Conduct shall be applied to student infractions.

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

## **Student Responsibilities:**

1. Using computers/devices in a responsible and ethical manner.
2. Obeying general school rules concerning behavior and communication that apply to iPad/computer use.
3. Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students own negligence, errors or omissions.
4. Helping LCS protect our computer system/devices by contacting an administrator about any security problems they may encounter.
5. Monitoring all activity on their account(s).
6. Students should always turn off and secure their iPad after they are done working to protect their work and information.
7. If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it in to the office.
8. Returning their iPad to the Library at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Lake Minneola High School for any other reason must return their individual school iPad computer on the date of termination.

## **Student Activities Strictly Prohibited:**

1. Illegal installation or transmission of copyrighted materials
2. Any action that violates existing Board policy or public law
3. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
4. Use of chat rooms, sites selling term papers, book reports and other forms of student work
5. Messaging services-EX: MSN Messenger, ICQ, etc
6. Internet/Computer Games
7. Use of outside data disks or external attachments without prior approval from the administration
8. Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc)
9. Downloading apps

10. Spamming-Sending mass or inappropriate emails
11. Gaining access to other student's accounts, files, and/or data
12. Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
13. Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger
14. 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 those necessary for chat rooms, Ebay, email, etc.
15. Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
16. 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
17. Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
18. Bypassing the Lake County Schools Web filter through a web proxy

### Care of Student iPads

1. Students will be held responsible for maintaining their individual iPads and keeping them in good working order.
2. iPad batteries must be charged and ready for school each day.
3. iPad cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
4. iPads that malfunction or are damaged must be reported to the media center. The school district will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally.
5. **Pad damage: Students are responsible for any and all damage.**

6. Pads that are stolen must be reported immediately to the Office and the Police Department.

### **Legal Propriety**

1. 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.
2. Plagiarism is a violation of the Lake County 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.
3. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

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