St. Louis County Schools
iPad and Laptop Implementation:
Requirements and Guidelines
Overview

- ISD 2142 is committed to preparing our students to succeed in the changing societal landscape of the 21st Century. It is essential that we prepare our students to be self-directed learners through the effective and appropriate use of technology.
Student Responsibilities

- Students are expected to use the iPads and Laptops appropriately for educational purposes.
- Student in K-6 will leave devices in school. 7-12 will take the devices home.
Student Responsibilities

- Have your iPad or laptop in school every day with a fully charged battery
- Failing to do one or both of the above, on a repeated basis, may result in the loss of home privileges for the student
- Downloading of class/course assignments, documents, or other materials are the student’s responsibility and must be done before, during or after school IF the student does not have wireless access at home.
• Photos may be downloaded as long as the content complies with the District Acceptable Use Policy

• Inappropriate music or photos, as determined by school officials, may result in the loss of the iPad and/or other disciplinary action
• Students may NOT install software, download apps, or attempt to reconfigure the iPad or laptop

• Students are urged to save their documents on their iPad or laptop, and are responsible for backing up/saving all work to other media (cloud-based storage like Google Docs or Dropbox)
- Students attempting to "hack" or "jailbreak" the iPad or laptop will be subject to disciplinary action.

- Students may NOT personalize the district-provided case. Student-owned cases must be approved by district tech staff.
• Students are discouraged from printing and are encouraged to use email and cloud-storage solutions.

• Students wishing to set a pass code for their iPad or laptop are required to use their lunch code as their password.
Parent Expectations

- Parents are required to attend an orientation session OR to review this presentation online prior to their child receiving an iPad
- Discuss appropriate content and use of the iPad or laptop with your child and monitor the use at home
- Fill out and sign the Student-Parent Agreement Form
• Assist your child in filling out any forms needed to report theft or damage

• Familiarize yourself with the iPad or laptop and use it to monitor progress (track homework, view assignments, course completion progress)

• Help ensure that only their student and the parent(s) use the school-assigned iPad
Terms of the Device Loan

- iPads and laptops are distributed at the discretion of the Administration upon confirmation that the Student-Parent Agreement form has been signed AND that the Technology Insurance Fee has been paid.
Legal ownership of the iPads and laptop remains with the District; its use is a privilege and is conditioned upon compliance with the iPad Implementation Handbook, the Acceptable Use Policy and all other District policies.

IPads, laptops and accessories will be turned in at the end of the school year. Students returning in the fall will receive the same iPad that was previously assigned.
• The District reserves the right to repossess the iPad or laptop at any time IF a student fails to comply with the terms and conditions set forth by the District

• The District may choose to limit or withdraw the home use privileges for non-compliance

• Failure to return the iPad, laptop or accessories in a timely manner may result in the involvement of law enforcement
• Because of the need to comply with licensing agreements, all software and apps will be managed by the District.

• iPads and laptops will be subject to routine monitoring by teachers, admin, and tech staff. Users have no expectation of privacy when using District-owned equipment or technology.
In the event of technical difficulties or the discovery of non-conforming content, the iPad or laptop will be restored by tech staff. The District is not responsible for the loss of content created by the student when the device is restored.

Each iPad or laptop has ID labels, which must not be altered or removed. Students may not mark the iPad in any way.
The use of iPads and laptops during the school day is governed by classroom teachers and other school personnel. Failure to follow their instructions and directives may result in disciplinary action.
General Care Instructions
• Screens should only be cleaned with a soft, clean cloth.

• Chemical cleaners or liquids, including water, should not be used on devices.

• Carefully insert and remove the charging cables; grasp the plug and not the cord.

• Plug in the charging cord to the wall outlet first; then connect to the device. Remove cable from the device before unplugging from the wall outlet.
- Devices must be kept in the protective cases at all times.
- Never put weight on a device or stack items on top of it.
- Do not wedge or force a device into a backpack or case.
- Do not use any sharp objects, pens or pencils on an device, nor should one use it to carry other items.
- Devices should be kept away from foods, beverages, and other liquids/debris as they can damage the devices.

- Devices should never be exposed to temperature extremes! Do not leave devices in areas below freezing or above 95 degrees Fahrenheit. If cold, allow the iPad to warm to room temperature; if exposed to heat or direct sunlight, allow the device to cool down before use.
WiFi, Bluetooth, high screen brightness, and video all decrease battery life. Students need to learn to manage settings and apps to improve battery performance.
Device Protection Plan
• All students assigned a device to go home will be assessed an annual "Technology Insurance Fee" of $40 (may be paid in one lump sum or $10 per quarter)

• For families with three or more students assigned iPads, a cap of $100 is established

• Students qualifying for Free/Reduced lunch Prices should contact their school principal for payment option
• The proceeds of the technology insurance fee will be used to offset costs associated with repair. Repairs will be covered if it is not due to misuse of the device.

• All losses and thefts will be investigated and reported to the authorities. Coverage will be determined based on the investigation.

• Parents wishing to provide documentation of a homeowner's insurance "rider" covering the cost of repair or replacement of the device will have the annual fee waived.
Security & Theft Prevention

- The device may ONLY be used by the student to whom it was issued and/or by the student's parents. Students may NOT "loan" their iPads to other students.

- The student is responsible for the security/safety of the device at all times!!! (in and out of school!)
• Personal information about students should be kept off the device

• It is the responsibility of each student to keep his/her information secure

• Password security for network systems should be maintained
Damage, Theft, & Repair

- Immediately report damage or hardware issues to appropriate school personnel

- A "loaner" device may be provided in cases of hardware failure or accidental damage during the time of repair/replacement
Students/Parents are responsible for the full cost of any willful, negligent, or intentional damage to the device.

Failure to pay for the willful, negligent, or intentional damage may result in legal consequences.
Theft must be reported to school personnel immediately. Students/Parents will be required to fill out a theft report through the school office. Report forms are available online at www.isd2142.net or at the school office.

Devices contain software that can be activated to track and recover missing devices. The District will coordinate with law enforcement to track lost or missing iPads.
Personal Devices

- Licensing agreements prohibit the School/District from installing content purchased on the school account on devices not owned by the district.

- The District cannot provide technical support and is not responsible for personally-owned devices.
- All personally owned devices used at school must be brought to the media center and registered with technology staff before they will be allowed access to the District Network. This is for network security and filtering purposes.

- The District is not responsible for the loss, theft, or damage of personally-owned devices brought to school.
Questions?
Please contact your School Principal for answers to your questions and more information.