

# STUDENT DEVICE HANDBOOK 2020-2021



*Due to the uncertain nature of the 2020-2021 school year, and the need to remain flexible in a fluid learning environment, all students will be issued an iPad for both in-school and at-home use during the entire 12 month period.*

*The following handbook serves as a guide for families to make decisions about district owned device use, responsibilities, and care. Please take the time to review this revised document for the 2020-2021 school year.*

***There are new Distance Learning expectations that are detailed on page 6.***

## **I. Device Pick-Up for Grades K-4**

### ***Grades K***

New Kindergarten students will receive an initial iPad either at a distribution event. Students will authenticate to the iPad with individual credentials.

### ***Grade 1***

Students who were issued an iPad in March 2020 as a Kindergarten student will retain this device for the 2020-2021 school year. Students who opted not to take a district device home will need to pick up a device during one of the designated distribution events. iPads distributed last year will receive automatic, remote updates for this school year's needs.

### ***Grade 2***

Students who were issued an iPad in March 2020 as a first grade student will retain this device for the 2020-2021 school year. Students who opted not to take a district device home will need to pick up a device during one of the designated distribution events. iPads distributed last year will receive automatic, remote updates for this school year's needs.

### ***Grade 3***

Students who were issued an iPad in March 2020 as a second grade student will retain this device for the 2020-2021 school year. Students who opted not to take a district device home will need to pick up a device during one of the designated distribution events. iPads distributed last year will receive automatic, remote updates for this school year's needs.

### ***Grade 4***

Students who are entering Grade 4 will participate in a device swap event; the iPad they used in the 3<sup>rd</sup> grade will be exchanged for a 6<sup>th</sup> generation iPad, case and stylus. These students will also participate in mini training sessions to learn about the iOS, Notability, Google Apps, Classlink, and Canvas accessibility.

### ***Grades 5-12***

These students will retain the iPads they received last year.

### ***All Students***

Parents/guardians and students will electronically sign the Device Loan Agreement, Acceptable Use Policy, and Distance Learning Administrative Guidelines through the online eCollect forms located in the PowerSchool Parent Portal.

**All parents** will also complete a **12-month Technology Protection Plan** (accept/decline) paperwork before receiving the device. The plan will end the day prior to the start of the next school year. If a family opts to purchase the Protection Plan, the **\$25** fee must be paid before receiving the device. The protection plan fee can be paid through the EZpay portal on the district website. For more information refer to the Optional Protection Plan document.

## II. Device Identification and Cases

All devices have a school asset tag sticker for inventory and identification. Those district tags/stickers must not be removed.

All 6<sup>th</sup> generation iPads are distributed with the district approved STM Dux Duo iPad Case. This case must **NOT** be removed. If the case is removed or replaced the protection plan will be void and families will be responsible for the full cost of replacement.

Other model iPads used in grades 1-3 will have a secure bumper guard type of case on them. These cases are not to be removed or replaced. If the case is removed or replaced the protection plan will be void and families will be responsible for the full cost of replacement.

Students may personalize or decorate their case with stickers, since they will be using this device as long as they remain enrolled in the district.

It is expected that the case cover be closed during times when it is not in use to help protect the screen.

## III. Device Returns

Students in grades 4-12 will be given the opportunity to use the device over the summer months. Families who do not want their student to have the device over the summer may turn it in during the last week of school. Specifics for this process will be communicated through the buildings in May.

The optional 12-month technology protection plan covers **two** instances of *accidental* damage as outlined in the Optional Technology Protection Plan document. Technical issues that students encounter over the summer or during distance learning times should be coordinated through the home school main office or by emailing [familytechhelp@uaschools.org](mailto:familytechhelp@uaschools.org).

### *Midyear Student Withdrawal Process*

If a student transfers out of the district during the school year, the device, charging brick, lightning cord and case must be returned **to the building office or media/learning center** at the time of student withdrawal. Families may also make arrangements to return it to the Technology Department located at The Graf Center. Families who do not return the device and peripherals will be invoiced. Students who graduate early, withdraw, are expelled, or terminate enrollment in the Upper Arlington City School District for any other reason must also return the school device, charger, cord and case on the date of termination.

### *Check-In Fines*

If a student fails to return the device and/or accessories at the end of the school year or upon termination of enrollment in the Upper Arlington City School District, the student will be billed for the replacement cost of the device and/or accessories. Furthermore, if the device is returned in damaged condition, the student will be responsible for the cost to repair any damage to the device consistent with the district's Technology Protection Plan.

## **IV. Care of Your Device and Accessories**

The iPad and accessories are school property, and all users will follow this policy and the Upper Arlington City Schools Acceptable Use Policy (AUP) for Technology. Students are responsible for the general care of the device and accessories they have been issued by the school. Any iPad that is broken or fails to work properly must be taken to the *help desk in the building media/learning center* for an evaluation of the equipment. If the district is in a distance learning situation, the family may email [FamilyTechHelp@uaschools.org](mailto:FamilyTechHelp@uaschools.org) to make arrangements for repair or replacement.

### *General Care*

As recommended by Apple, use only a soft, lint-free microfiber cloth to clean the screen. Avoid getting moisture on the device. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device.

- iPads, lightning cables, and charging bricks must **remain free of any writing, drawing, stickers, or labels** that are not the property of the Upper Arlington City School District. Students **may decorate and personalize the iPad case as well as the desktop image**.
- iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area or bag. Such occurrences would be *deemed as negligence*.
- iPads may **not** be taken outside of the country.
- Students are responsible for coming to school with their device fully charged.
- Students should avoid leaning on the screen of the iPad or placing anything on top of it. Placing too many items in a carrying case or backpack could also put too much pressure on the device.
- To prevent damage, the iPad must not be used or stored near food or drink.
- Keep the device out of extreme temperatures, away from hot or cold surfaces, and away from water or dampness. Freezing conditions will damage components and impact battery life.
- The iPad is provided for the sole use of the student to which it is assigned. Students must not lend their device, charger, cable, case, or any other district- owned accessories to other individuals.
- Keep the iPad off the floor where they could be stepped on or tripped over.
- Make sure the case cover is secured over the screen when not in use.

### *TechnologySupport*

Do not disassemble or attempt to do any physical repairs to the iPad. If you are experiencing difficulties with your device follow the service protocols as outlined below.

- Technology support for district-owned/leased iPads will be available during the school day at the student help desk in the school media/learning centers or by contacting [FamilyTechHelp@uaschools.org](mailto:FamilyTechHelp@uaschools.org) during a distance learning timeframe.

### *Carrying the Device*

- Students are required to keep their 6<sup>th</sup> generation iPad in the supplied protective STM Dux Duo case. Other model iPads in grades 1-3 should be kept in the bumper guard case. These are the approved case for the device protection plan. Removing this case or replacing it with another will void the protection plan.
- When carrying the device home, please avoid placing too much pressure and weight on the device to and from school.
- The cover of the STM Dux Duo case should be closed during times when the iPad is not in use to further protect the screen

### *Devices Left at Home*

- All students are encouraged to take their devices home every day regardless of whether or not they are needed for assignments. If students leave their device at home, they are responsible for getting the coursework completed as if they had their device present. If a student repeatedly leaves their iPad at home, they will be subject to appropriate disciplinary action as deemed by the building administrators.

## **V. Personalization**

### *Screensavers/Background Photos*

Students will have the ability to customize their laptop/iPad screen background. We recommend setting the lock screen to a picture of the student or a MarkUp Image that has the student's name. The presence of guns, weapons, alcohol, and/or drug-related symbols or pictures are not permitted per school/district policies. The presence of pornographic materials or inappropriate language is not permitted per school/district policies.

### *Personal Apps and Files*

Arlington School District does not allow inappropriate content/apps/music to be installed on the the iPad device. The use of VPN's to bypass the District's technology protection measures and install inappropriate apps/games/etc is a violation of the Acceptable Use Policy (7540.03) and may result in the loss of privileges of using a district owned/leased device.

**If storage space becomes an issue on a student's district-owned iPad, student music, photos, and apps will need to be deleted or moved to their Google Drive or iCloud Storage space.**

**Students have access to two cloud storage solutions: Google Drive and a managed iCloud drive. If a student submits a device for repair it should always be assumed that the device will be replaced and/or erased. Saving files to Google or iCloud daily is the best line of defense in case of an incident.**

## **VI. USING YOUR DEVICE**

### *Protecting Your Data and Files*

It is recommended that students **consistently work from and save documents to the Google Drive or iCloud account** provided by the school district. **It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.**

Do not expect that files stored on your iPad will be private. Upper Arlington School District officials may review your files and communications at any time to ensure you are using the district-owned device appropriately.

Students are responsible for the appropriateness of all files, data, and internet history on the laptop/iPad. Do not take photos or video of other students or staff without their permission. The possessing, forwarding, or uploading of unauthorized photos, audio or video to any website, network storage area, or person is strictly forbidden. Do not access another individual's materials, information, or files without permission as outlined in Board Policy (7540.03).

### *Instructional Use*

Students are responsible for bringing their iPads to school every day. If a student does not have it, they must complete all work as if the device were present. Students may face disciplinary consequences for forgotten laptops/iPads.

Devices should be brought to school fully charged every day. It is students' responsibility to have sufficient battery life for expected use while at school. Limited access to a charging station will be available in designated areas. Updates to apps and the iPad software are released periodically. It is the student's responsibility to keep the device updated and synced prior to class. Typically, restarting your device while connected to the district network is the best way for the device to receive critical updates.

### *Sound*

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Appropriate music is allowed on the iPad but is not the responsibility of the district to back up, service, or maintain access to music.

Ear buds/headphones are the responsibility of the student. Ear buds/headphones may be used in the classroom based only upon individual teacher approval.

### *Acceptable Use (Board Policy 7540.03)*

The use of the Upper Arlington City School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Upper Arlington City School District is not transferable or extendable by students to other people or groups (such as siblings) and terminates when a student is no longer enrolled in the district. The district's Acceptable Use Policy (AUP) 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 the AUP, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. The Upper Arlington City School District's Student Code of Conduct shall be applied to student infractions.

- Students may not jailbreak, modify, or in any other way tamper with the iPad operating system. Removing any or all installed Profiles is strictly forbidden.
- Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.
- Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally, stolen, or lost, unless the incident is covered by the Technology Protection Plan. An iPad that is stolen must be reported immediately (next school day) to the main office. The administration, technology department, and the appropriate police agency will conduct a full investigation and report.
- Students who incur fees based on damages, theft, loss, etc., as outlined in the Technology Protection plan, will only be able receive a new device **if all technology related fees have been paid in full.**

### *Acceptable Use of Distance Learning Technology (AG 7540.01C) **NEW***

The following guidelines govern staff and student use of those District Technology Resources (as defined in Bylaw 0100) which provide video conferencing or similar services, including but not limited to, Zoom, Skype, Google Meet, and/or Google Hangouts ("Distance Learning Technology"). These guidelines govern the use of Distance Learning Technology regardless of when or where it is used by either students or staff members.

- A. These guidelines are not intended to preempt any other Policy or Administrative Guideline of the Board. Before accessing Distance Learning Technology, or any other District Technology Resources, including the Internet or District network(s), staff members and students must sign the applicable Student or Staff Technology Acceptable Use and Safety Agreement, Form 7540.03 F1 or Form 7540.04 F1.
- B. Neither staff members nor students are to use District Distance Learning Technology for commercial, recreational, or personal purposes, or in any manner that is otherwise unlawful or discriminatory, but only for authorized purposes related to the Board's educational mission and goals, program or operational needs.
  1. Student use shall at all times be subject to all applicable rules, policies, and guidelines of the Board of Education, including but not limited to the Student Code of Conduct, and restricted to only purposes related to the District's educational, extra-curricular, and co-curricular programs.
  2. Students shall not use Distance Learning Technology at any time or for any reason that is unrelated to such purposes. Students may not initiate, attend, create, invite, or in any other way start or participate in a video conference using

District Distance Learning Technology if a District staff member is not in attendance of the same.

- C. Students are prohibited from recording, saving, sharing or disseminating in any way the content of video conferences.
- D. Use of all other District Technology Resources shall be in accordance with AG 7530A - Personal Use of District Equipment/Supplies/Facilities.

## VII. REPAIRING OR REPLACING YOUR DEVICE/COST OF REPAIRS

The Upper Arlington City School District recognizes that with the implementation of the 1-1 iPad initiative there is a need to protect the investment by both the District and the student/parent. Therefore, we have set the following guidelines in place.

### Damage/Loss

If a student experiences any technical problems, they should take their iPad to the student help desk in the media/learning center. The iPad will be repaired or replaced within 48-72 hours if they are enrolled in the Optional Technology Protection Plan (\$25 fee). If a student is not enrolled in the Technology Protection Plan they will not be issued a replacement device until all outstanding fees are paid in full. Further delays may occur if building administrators must investigate disciplinary issues surrounding the damage.

If a student's iPad is stolen or damaged by another party, the student should report it to the school office immediately. The student's claim will be investigated further by the school district and/or the appropriate police agency. The district has the capacity to track devices in real time *as long as they are still powered on*. **Time is of the essence when trying to locate a lost, stolen or misplaced iPad.** Once the incident has been fully investigated and appropriate fees, if any, are assessed and paid, then a replacement device will be issued to the student.

Accidental damage causing the iPad to be unusable is the responsibility of the parent/guardian **unless** they have paid for the Technology Protection Plan. *Charges for iPad repair are determined by the district contract with the vendor as outlined below:*

Glass Repair: \$119

LCD Repair: \$139

Glass & LCD Repair: \$189

Maximum total loss: \$250

Belkin Lightning Connected Keyboard (if damaged while on loan from the media centers): \$60