

# REGULATION

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FRANKLIN TOWNSHIP  
BOARD OF EDUCATION

FILE CODE: 3514.1

## SCHOOL OWNED IPAD/CHROMEBOOK/LAPTOP DISTRIBUTION AND USE

### Receiving Your iPad/Chromebook/laptop

iPads will be distributed each September. Parents and students must sign and return copies of the iPad/Chromebook/laptop Protection Plan, Student Pledge, and Acceptable Use Policy documents before the iPad/Chromebook/laptop can be issued. The iPad/Chromebook/laptop Protection Plan outlines the requirements for obtaining the iPad/Chromebook/laptop.

### iPad/Chromebook/laptop Check-In

iPads/Chromebooks/laptops will be returned during the final week of school during student checkout so they can be examined for serviceability. If a student transfers out of the school district during the school year, their iPad will be returned at that time.

### Check-In Fines

School owned iPads/Chromebooks/laptops and accessories must be returned to the Technology Dept. at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at school for any other reason must return their individual school iPad/Chromebook/laptop on the date of termination. If a student fails to return the iPad/Chromebook/laptop at the end of the school year or upon termination of enrollment, that student will be subject to further disciplinary action. The student will also pay the cost of the iPad/Chromebook/laptop, or, if applicable, any insurance deductible. Failure to return the iPad/Chromebook/laptop will result in a theft report being filed with appropriate authorities.

Any student issued a school owned iPad/Chromebook/laptop will be responsible for any damage to the iPad/Chromebook/laptop, consistent with the District's iPad/Chromebook/laptop Protection Plan and must return the iPad/Chromebook/laptop and accessories in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad/Chromebook/laptop.

## **TAKING CARE OF YOUR IPAD**

Students are responsible for the general care of the iPad/Chromebook/laptop they have been issued by the school. School owned iPads/Chromebooks/laptops that are broken or fail to work properly must be taken to the Technology Dept. for an evaluation of the equipment.

### General Precautions

- A. The iPad/Chromebook/laptop is school property and all users will follow this policy and the Acceptable Use Policy for technology.
- B. Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- C. Cords and cables must be inserted carefully into the iPad/Chromebook/laptop to prevent damage.
- D. The iPad/Chromebook/laptop and case must remain free of any writing, drawing, stickers, or labels that are not the property of the Franklin Twp. School District.

IPAD/CHROMEBOOK/LAPTOP DISTRIBUTION AND USE (regulation continued)

- E. School owned iPads/Chromebooks/laptops must never be left in an unlocked locker, unlocked car or any unsupervised area.
- F. Students are responsible for keeping their iPad/Chromebook/laptop battery charged for school each day.
- G. Students must keep their iPad/Chromebook/laptop in the protective case, provided by the school, at all times.
- H. Students are responsible for returning their Ipad/Chromebook/laptop to the charging station at the end of the day.

Carrying iPads

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

- A. The iPad/Chromebook/laptop must always be within the protective case.
- B. Some carrying cases (i.e. backpacks) can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad/Chromebook/laptop screen.

Screen Care

The iPad/Chromebook/laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen:

- A. Do not lean on the top of the iPad/Chromebook/laptop when it is closed.
- B. Do not place anything near the iPad/Chromebook/laptop that could put pressure on the screen.
- C. Do not place anything in the carrying case that will press against the cover.
- D. Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.
- E. Do not "bump" the iPad/Chromebook/laptop against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

**USING YOUR IPAD AT SCHOOL**

School issued iPads/Chromebooks/laptops are intended for use at school each day. Students must be responsible to bring their iPad/Chromebook/laptop to all classes, unless specifically instructed not to do so by their teacher.

iPad Undergoing Repair

When equipment is available, students may be issued a loaner iPad/Chromebook/laptop when their iPad/Chromebook/laptop requires repair.

Charging Your iPad's/Chromebook's/laptop's Battery

IPAD/CHROMEBOOK/LAPTOP DISTRIBUTION AND USE (regulation continued)

Students need to charge their iPads/Chromebooks/laptops at the end of each school day. Repeat violations (minimum of three days – not consecutively) of this policy may result in a loss of credit for being unprepared and/or temporary or permanent loss of their iPad/Chromebook/laptop privilege.

In cases where use of the iPad/Chromebook/laptop has caused batteries to become discharged, students may be able to connect their iPads/Chromebooks/laptops to a power outlet in class.

Screensavers

- A. Inappropriate media may not be used as a screensaver or background photo.
- B. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in disciplinary actions.
- C. Passwords are not to be used.

Sound, Music, Games or Programs

- A. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- B. Appropriate music is allowed on the iPad/Chromebook/laptop and can be used at the discretion of the teacher.
- C. Internet games are not allowed on the iPads/Chromebooks/laptops. If game apps are installed, it will be with Franklin Twp. School staff approval.
- D. All software/apps must be district provided.

Printing

Printing will be available with the iPad/Chromebook/laptop on a very limited basis.

Home Internet Access

Upon parent permission; to be used with the same restrictions as in school.

**SOFTWARE ON IPADS/CHROMEBOOKS/LAPTOPS**

Originally Installed Software

The software/applications originally installed by the school district must remain on the iPad/Chromebook/laptop 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. The licenses for this software require that the software be deleted from iPads/Chromebooks/laptops at the completion of the course. Periodic checks of iPads/Chromebooks/laptops will be made to ensure that students have not removed required apps.

Additional Software

Students are not allowed to load extra software/applications on their iPads/Chromebooks/laptops. The school district will synchronize the iPads/Chromebooks/laptops so that they contain the necessary applications and programs for school work. Students will not synchronize iPads/Chromebooks/laptops or add applications to their assigned iPad/Chromebook/laptop to include home syncing accounts.

IPAD/CHROMEBOOK/LAPTOP DISTRIBUTION AND USE (regulation continued)Inspection

Students may be selected at random to provide their iPad/Chromebook/laptop for inspection.

Procedure for Re-loading Software

If technical difficulties occur or illegal software or unauthorized applications are discovered, the iPad/Chromebook/laptop will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

**PROTECTING AND STORING YOUR IPAD COMPUTER**iPad/Chromebook/laptop Identification

Student iPads will be labeled in the manner specified by the school. iPads/Chromebooks/laptops can be identified in the following ways:

- A. Record of serial number.
- B. Franklin Twp. School label.

Storing your iPad

When students are not using their iPads/Chromebooks/laptops, they should be stored in their classrooms or charging stations. The Franklin Twp. School District recommends the students use the lock provided on their school-issued lockers to secure and store their iPads/Chromebooks/laptops. Nothing should be placed on top of the iPad/Chromebook/laptop when stored in their locker.

Do NOT leave your iPad/Chromebook/laptop in a place that is experiencing extreme hot or cold conditions (i.e. car in summer or winter). Extreme heat will damage the unit itself. Extreme cold will cause severe screen damage.

iPads/Chromebooks/laptops Left in Unsupervised Areas

Under no circumstances should iPads/Chromebooks/laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any iPad/Chromebook/laptop left in these areas is in danger of being stolen. If an iPad/Chromebook/laptop is found in an unsupervised area, it will be taken to the Library or the office. Violations may result in loss of iPad privileges and/or other privileges.

**REPAIRING OR REPLACING YOUR IPAD COMPUTER**School District Protection

Franklin Twp. School District has purchased Apple Care Protection Plan to cover iPads only. Chromebook/Laptop repairs or replacement in the event of accidental or intentional damage are not covered unless the parent elects a personal insurance plan. The cost to replace a damaged iPad/Chromebook/laptop will be the responsibility of parent/guardian. The plan cost and coverage will be distributed annually. Uninsured replacements will cost the student/parent the full value of an iPad/Chromebook/laptop (approximately \$300 - \$600). The entire cost of the Chromebook replacement is the parent responsibility.

If students or parents wish to carry their own additional personal insurance to protect the iPad/Chromebook/laptop in cases of theft, loss, or accidental damage, they should review coverage carefully.

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The school will annually pass out a flyer directing parents where and how to purchase insurance through Worth Ave. Group (WAG). A portal can be created for the school. This has a savings of 8 to 10% for the parents. These are individual policies that the parents will own. In the event of a total loss, parents are issued a check for the replacement device. Parents must then reimburse the school for the device. The turnaround time on a claim can take 2 weeks or longer. Parents have to file a claim and wait for a box to be shipped to their residence. That can take 1 to 3 days.

Claims

All protection plan claims for accidental damage and maintenance must be reported to the school and be individually filed. -In cases of theft or loss, students or parents must file a police or fire report and bring a copy of the report to the principal's office before an iPad/Chromebook/laptop can be replaced. Parents are responsible for filing their own claims.

**COST OF REPAIRS**

Students will be responsible for damages to their iPads/Chromebooks/laptops including, but not limited to, broken screens, cracked plastic pieces, inoperability, etc. In the case of intentional damage and/or neglect, the student will pay for full replacement value unless they are covered by a personal plan. Lost items such as sleeves and cables and charging cords will be charged the actual replacement cost.

**SCHOOL DISTRICT IPAD PROTECTION PLAN**

The school district recognizes that with the implementation of the iPad/Chromebook/laptop Initiative there is a need to protect the investment by both the district and the student/parent. The following outlines the School District Protection Plan.

**Personal Home or Homeowners Insurance Coverage**

If students or parents wish to carry their own additional personal insurance to protect the iPad/Chromebook/laptop in cases of theft, loss, or accidental damage, they should consult their insurance agent for details about their personal coverage of the iPad/Chromebook/laptop computer or review the district offered plan, paid by parents.

**Additional Information**

In cases of theft, vandalism, or other criminal acts, a police report, or in the case of fire, a fire report must be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report must be provided to the school office. In the case of intentional damage, the student/parents are responsible for full payment unless covered by a personal insurance plan. The School District Protection Plan DOES NOT cover misuse, accidental or intentional damage of the iPads/Chromebooks/laptops.

Collection action may be taken in cases where parents do not reimburse the district for damage.

Parent Name (please print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

IPAD/CHROMEBOOK/LAPTOP DISTRIBUTION AND USE (regulation continued)**ACCEPTABLE USE**

Please read and/or discuss the following with your student. His/her and your signatures are required on the form before access to the Franklin Township School computer network will be permitted to your student.

The Internet

The Internet, a collection of interconnected computer networks around the world, expands classroom and library media resources by providing access to information, images, and even computer software from places otherwise impossible to reach. These resources can yield individual and group projects, collaboration, curriculum materials and idea sharing. Internet access also makes possible contact with people all over the world, bringing into the school, into the classroom, experts in every content area and students and adults from other nations and cultures.

Responsibilities

With this access come responsibilities. The FTSD will provide access to and integrate a thoughtful use of such information throughout the curriculum and will provide guidance and instruction in the appropriate use of such materials in a community setting. Parents and guardians are responsible for agreements their children make or actions they take and, outside of school, for setting and conveying the standards their children should follow when using any media or information service. Students are responsible for good behavior on these electronic resources.

Students are expected to behave in a way that creates a supportive learning environment. This is extended to the use of electronic communications. Students must be familiar with the policy associated with anti-bullying behaviors (see FTS website for policy 5131.1) and conform with acceptable social behaviors which include respect for self and others. Any communication used via electronic devices must be sensitive to the emotional wellbeing of others. Anyone causing emotional harm or disruption to the educational process, through use of school devices will be banned from further use and/or subject to consequences based on the age, development, and maturity level of the offender and the nature of the offense.

Appropriate access is the shared responsibility of the school, the student and the family. Communication on networked information resources is often public. People receiving messages have the ability to redistribute them for many others to read. It is very important that students understand the importance of appropriate and polite behaviors and of avoiding the sharing, transmission or distribution of personal information that you would not want any stranger to have, such as, but not limited to, addresses, telephone and/or social security numbers.

Restrictions

The following activities are not permitted on the FTSD electronic resources:

- A. Accessing, uploading, downloading, transmitting or displaying or distributing obscene or sexually explicit material; transmitting obscene, abusive or sexually explicit language.
- B. Damaging computer, computer systems or computer networks; vandalizing, damaging or disabling the property of another person or organization; debilitating or disabling computers, systems or networks through the intentional misuse or overuse of electronic distribution or storage space, or the spreading of computer "viruses" through the inappropriate use of files or diskettes.
- C. Violating copyright, or otherwise using another person's intellectual property without his/her prior approval or proper citation; using another person's passwords; trespassing in another person's folders, work or files.

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- D. Violating local, state or federal statute.
- E. Accessing or tampering with another student or faculty files without authorization.

Rights and Privileges

The student user has full rights (within the limits of these guidelines, responsibilities and prohibitions) to the instructional-networked resources provided by the FTSD. The student's network access provides for personal storage space on the FTSD resources, which may be treated as the student's locker and should be cleared periodically. It is important that the student keep passwords secure and private. However, users should not expect that files would always be private. FTSD network administrators have the right to review files to maintain system integrity and to be sure that the system is being used within the stated limits.

Disclaimers

The FTSD makes no warranties of any kind, either expressed or implied, for the provided access. The staff and the FTSD are not responsible for any damages incurred, including, but not limited to loss of data resulting from delays or interruption of service, for the loss of data stored on FTSD resources, or for personal property used to access FTSD resources; for the accuracy, nature, or quality of information stored on FTSD resources or gathered through school provided access; for unauthorized financial obligations incurred through school provided access. Further, even though the FTSD may use technical or manual means to limit student access, these limits do not provide a foolproof means for enforcing the provisions of this policy. All provisions of this agreement are subordinate to local, state and federal statute.

School Responsibilities

- A. School will provide Internet and limited email access to its students.
- B. School will provide Internet blocking and/or filters as necessary for the prevention of access to inappropriate materials.
- C. School will provide network data storage areas. These will be treated similar to school lockers. The school district reserves the right to review, monitor, and restrict information stored on or transmitted via school owned equipment and to investigate inappropriate use of resources.
- D. School will provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

Student Responsibilities

- A. Students will use computer/devices in a responsible and ethical manner.
- B. Students will obey general school rules concerning behavior and communication that apply to iPad/Chromebook/laptop computer use.
- C. Students will use all technology resources in an appropriate manner so as not to damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions cause by the student's own negligence, errors or omissions. Use of any information obtained via the school district's designated Internet system is at your own risk. The school district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

IPAD/CHROMEBOOK/LAPTOP DISTRIBUTION AND USE (regulation continued)

- D. Students will help the school district protect its computer system/devices by contacting an administrator about any security problems they may encounter.
- E. Students will monitor all activity on their account(s).
- F. Students should always turn off and secure their iPad/Chromebook/laptop after they are done working to protect their work and information.
- G. If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he or she should immediately report it to a faculty member so content can be printed and turned into the Technology Department.
- H. Students will return their iPad/Chromebook/laptop to the Technology Dept. at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at school for any other reason must return their individual school iPad/Chromebook/laptop computer on the date of termination.

iPad Care

Students will be held responsible for maintaining their individual iPads/Chromebooks/laptops and keeping them in good working order. Students will be responsible for damages to their iPads/Chromebooks/laptops:

- A. The iPad/Chromebook/laptop batteries must be charged and ready for school each day.
- B. Only labels or stickers approved by the Franklin Twp. School District may be applied to the iPad/Chromebook/laptop.
- C. The iPad/Chromebook/laptop cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a sleeve replacement fee.
- D. School issued iPads/Chromebooks/laptops that malfunction or are damaged must be reported to the Technology Department. The school district will be responsible for repairing iPads/Chromebooks/laptops that malfunction. iPads/Chromebooks/laptops that have been intentionally damaged from student misuse or neglect will be repaired with the cost being borne by the student. Students will be responsible for the entire cost of repairs to iPads/Chromebooks/laptops that are damaged intentionally or be responsible for full replacement cost.
- E. School issued iPads/Chromebooks/laptops that are stolen or lost must be reported immediately to the Office.

Sanctions

Violations of FTSD networked information resources policies could result in the loss of access to electronic resources. Additional disciplinary action may be determined at the building and/or classroom level in line with existing practice regarding language and behavior (see policy). When appropriate, law enforcement agencies may be involved.

Attached, please find agreement forms.

- A. Acceptance of the "Acceptable Use Agreement"
- B. Access to the Internet – "Option Out"

You are requested to decide whether or not you are giving permission for your child to have access to the Internet by signing and returning the proper form to the school by the following school day. Thank you.



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I have read, or have had read to me, and have discussed the Acceptable Use Agreement and agree to use the network in an appropriate and responsible manner.

Student Name (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and discussed the Acceptable Use Agreement with my student and give the district permission to provide Internet access to my student.

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The school district supports and respects each family's decision whether or not to apply for student access and whether to terminate or suspend that access. Parents/guardians have the right to request alternative activities that do not require access to networked information resources. Access, if issued, shall remain in effect through the remainder of the school year, unless suspended or terminated by the student, the school, or the parent/guardian.

Student/Parent/Guardian "Option-Out" Form

As the parent/guardian of the student named below, I am requesting that my child not have access to the Internet at school. The child understands my wishes and will cooperate with the school to carry out this decision. I understand that should I later decide to allow my child to use the Internet, I must request and sign the parental permission access form.

Student Name (please print): \_\_\_\_\_

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

IPAD/CHROMEBOOK/LAPTOP DISTRIBUTION AND USE (regulation continued)

**SCHOOL DISTRICT STUDENT PLEDGE FOR IPAD/CHROMEBOOK/LAPTOP USE**

1. I will take good care of my iPad/Chromebook/laptop.
2. I will never leave my iPad/Chromebook/laptop unattended.
3. I will never loan out my iPad/Chromebook/laptop to other individuals.
4. I will know where my iPad/Chromebook/laptop is at all times.
5. I will charge my iPad's/Chromebook's/laptop's battery daily.
6. I will keep food and beverages away from my iPad/Chromebook/laptop since they may cause damage to the device.
7. I will not disassemble any part of my iPad/Chromebook/laptop or attempt any repairs.
8. I will protect my iPad/Chromebook/laptop by only carrying it while in the case provided.
9. I will use my iPad/Chromebook/laptop in ways that are appropriate, meet Franklin Twp. School District expectations, and are educational. I will not access games or download games that are not district approved learning games.
10. I will not place decorations (such as stickers, markers, etc.) on my iPad/Chromebook/laptop or provided case.
11. I understand that my iPad/Chromebook/laptop is subject to inspection at any time without notice and remains the property of the Franklin Twp. School District.
12. I will follow the policies outlined in the iPad/Chromebook/laptop Handbook and the Acceptable Use Policy while at school, as well as outside the school day.
13. I will be responsible for all damage or loss caused by neglect or abuse.
14. I agree to return the iPad/Chromebook/laptop, case and power cords in good working condition.
15. I agree to the stipulations set forth in the above documents including the iPad/Chromebook/laptop Policies, Procedures, and Information, the Acceptable Use Policy, the iPad/Chromebook/laptop Protection Plan, and the Student Pledge for iPad/Chromebook/laptop Use.

Student Name (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

iPAD/CHROMEBOOK/LAPTOP DISTRIBUTION AND USE (regulation continued)

Individual school iPad/Chromebook/laptop computers and accessories must be returned to the district at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at school for any other reason must return their individual school iPad computer on the date of termination.

Revised: August 22, 2016