



Nauset Regional School District iPad Handbook

Receiving Your iPad Device

iPads will be distributed to students and parents who have signed and returned all paperwork.

- iPads will be collected at the end of the year for maintenance and app upgrades.
- Students who transfer, withdraw, are excluded, expelled or terminate enrollment for any other reason must return their iPad device, iPad AC wall box, iPad USB power cord and iPad keyboard case on the date of termination. Devices must be returned in good, working condition.
- Tiered support and replacement costs will apply and are identified in the table below. Parts are available at the Technology help desk.

NRSD Help Desk*	
Item	Support Cost
1 st screen break	\$30
2 nd screen break	\$30
Additional screen breaks	\$120
Apple Replacement AC wall box	\$7
Apple Replacement USB power cord	\$7
Keyboard case	\$48
<i>*Subject to availability.</i>	

- If the device is lost or stolen the district will be reimbursed the cost of the iPad, power cords, and case and purchased apps. The cost of replacement is \$448.00 for the iPad.
- Students who opt out of the 1:1 program will not be guaranteed a loaner device during school hours. Device apps will only be supplied to school owned iPads.

Caring for Your iPad

- Each iPad device is the property of the Nauset Regional School District and users are expected to abide by the policies in this manual and those contained in the Nauset Student Responsible Use Policy.
- Students are responsible for the general care of the iPad device they have been issued by Nauset Regional Schools.
- Devices that are broken or fail to work properly must be taken to the Technology Help Desk.
 - Loaner devices, when available are provided for a maximum of 5 days unless the student iPad is being repaired.
- Cords and cables must be inserted carefully into the device to prevent damage.
- iPads must remain free of writing, drawing, stickers, or labels that are not provided by Nauset Regional Schools. *iPad cases* can display appropriate identifying stickers for students to locate their iPad device.
- Students are responsible for bringing their fully charged device to school each day.
- Devices should be stored in a secure place.



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- iPads should always be within the protective case when carried.
- Cords, cables, and removable storage devices should be removed before iPads are placed in their backpack or transported.
- iPads and screens care are sensitive to weather conditions and should not be stored in extreme weather conditions such as heat, cold, or rain.
- If the iPad screen is cracked it **must** be reported ASAP to the help desk.

Ownership

The Nauset Regional School District retains all ownership of the iPad devices.

Inspection

Nauset Regional School District Administrators and teachers reserve the right to inspect devices and content on demand.

Nauset Regional 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.

iPads are the property of Nauset Regional School District, and any staff member may confiscate any iPad at any time for any purpose.

Apps

The software/Apps originally installed or required by the Nauset Regional School District 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. Periodic checks of iPads will be made to ensure that students have not removed required apps.

New app requests need to be submitted for approval at

<https://ma02212418.schoolwires.net/cms/module/selectsurvey/TakeSurvey.aspx?SurveyID=101>

Backup

The Nauset Regional School District is not responsible for the loss of personal data stored on the iPad devices. Students are responsible for their own data backups.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer/iPad malfunctions are not an acceptable excuse for ***not*** submitting work.

Recommendations:

- Students should backup all of their work at least once each week. The District is not responsible for lost data or files.
- Secure passwords should be utilized when using Google Drive, Dropbox and SkyDrive.



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Internet Access

Students should only use the **STUDENT** wireless network when on school grounds. Students are allowed to set up wireless access on their devices at locations other than school grounds.

Responsible Use

- Use of Nauset Regional School District's technology resources is a privilege.
- Student infractions are subject to terms outlined in the Nauset Regional School District Student Handbook.
- When applicable the police will be notified.
- Read and abide by the Responsible Use Policy located at https://ma02212418.schoolwires.net/cms/lib/MA02212418/Centricity/Shared/Technology/Technology%20Forms%20and%20Policies/r4%20student%20aup_2013.pdf
- Nauset Regional School District will provide Internet blocking of inappropriate materials where possible.

Student Responsibilities

Students will:

- use all Nauset technology resources in a responsible and ethical manner.
- obey Responsible Use Policy and Student Handbook concerning behavior and communication applicable to technology use.
- notify a teacher or an administrator **immediately** if any security problems occur, including receiving any communications containing inappropriate or abusive language or questionable subject matter.
- only login under their assigned username. Students should not share their password with other students.
- not loan iPad components to another student *for any reason*.
- be able to download music, pictures, and other content on the iPads, however educational apps take priority. Storage determines what apps are maintained. Personalized media are subject to inspection and must follow the Nauset Regional Schools Responsible Use Policy.

Parent/Guardian Responsibilities

Talk to your children about values and the standards they should follow when using the Internet just as you do on the use of all media information sources such as television, telephone, movie, and radio.

Legal Propriety

- All iPad users must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not an excuse for improper or illegal use. If you are unsure, ask a teacher or parent.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary procedures.
- Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.



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Student Pledge for iPad Use

- I will agree and acknowledge that teachers will determine whether or not the iPad should be opened or closed during each class period.
- I will never loan out my iPad to other individuals.
- I will know where my iPad is at all times.
- I will charge my iPad's battery to full capacity each night.
- I will keep food and beverages away from my iPad to avoid damage to the device.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will use my iPad in ways that are appropriate for education.
- I will not place inappropriate decorations (stickers, markers, writing, etc.) on the *iPad*.
- I will notify the School Resource Officer, teacher or help desk person and file a police report in case of theft, or vandalism.
- I will be responsible for all damages or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my iPad, power cord, wall charger, iPad sleeve, keyboard, keyboard sleeve, and keyboard cable in the event that any of these items are lost, stolen, or damaged (unless covered by parent purchased insurance).
- I will not reveal my own or anyone else's personal address, phone number, or passwords.
- I agree to abide by all copyright and license agreements.
- I understand that my iPad is the property of Nauset Regional School District and could be inspected at any time without notice.



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Student Acknowledgement

I have read and understand the information contained in this iPad handbook and agree to abide by all rules set forth in this agreement. I agree to abide by the Student Responsible Use Policy at https://ma02212418.schoolwires.net/cms/lib/MA02212418/Centricity/Shared/Technology/Technology%20Forms%20and%20Policies/r4%20student%20aup_2013.pdf

Student Name: _____ (Please Print Clearly)

Student Signature: _____

Date: _____

iPad Information:

Serial# _____

iPad# _____ (Note: subject to change if device is replaced or if maintenance occurs)

Parental Permission

I have read and understand the information contained in this policy and agree to abide by all rules set forth in this agreement.

Student(s) Name (Please Print): _____

Parent/Guardian Name (Please Print): _____

Personal Email Address: _____

Phone: _____ Type: Home Cell Work

Home Address: _____

Parent/Guardian Signature: _____

Date: _____
