

Nauset Public Schools iPad/Chromebook Handbook 2020-2021

The focus of the iPad/Chromebook 1:1 Program at Nauset Public Schools is to empower students to become fully active participants in the learning process. Through the iPad/Chromebook 1:1 Program initiative, students can acquire technological and critical thinking skills. They will develop a sense of personal and social responsibility that will enable them to be successful in the world we are preparing them for.

Receiving Your iPad/Chromebook Device

The district issued iPad/Chromebooks will be distributed to students once their student and parent/guardian iPad/Chromebook agreement electronic forms are completed. All iPad/Chromebooks are collected at the end of each school year for maintenance and app upgrades.

If students who opt-out of the 1:1 iPad/Chromebook program and forget their device, they will not be guaranteed a loaner device during school hours.

Students who leave the district for any reason during the school year must return their device, AC wall box, USB power cord, and keyboard case (iPads) upon withdrawal from the district. When returned, the device must be in good working condition.

Repairs and Loss/Theft

Repairs

iPads/Chromebooks in need of repairs should be turned into the school building's help desk. Students will be provided with a replacement device until their device is repaired

Loss/Theft

If the device is lost or stolen, the parent/guardian is responsible for the cost of the device, power cords, and case and purchased apps. The cost of replacement is \$448.00 for the device.

Caring for Your Device

- Each iPad/Chromebook is the Nauset Public School District's property. Users must abide by this manual's policies and those in the Nauset Student Responsible Use Policy.
- Students are responsible for the general care of the device Nauset Regional Schools have issued them.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Devices must remain free of writing, drawing, stickers, or labels not provided by Nauset Public Schools.
- Students are responsible for bringing their fully charged device to school each day.
- iPads should always be within the protective case when carried.
- iPad cases can display appropriate identifying stickers for students to locate their iPad devices
- Cords, cables, and removable storage devices should be removed before devices are placed in their backpack or transported.
- Devices are sensitive to weather conditions and should not be stored in extreme weather conditions such as heat, cold, or rain.
- Devices that are broken or fail to work properly are to be taken to the building Technology Help Desk.
- When available, students are provided with loaner devices for a maximum of 5 days,

Ownership

The Nauset Public School District retains all ownership of the iPad/Chromebooks. School and district administrators and teachers reserve the right to inspect devices and content on-demand. The 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/Chromebooks are the property of Nauset Public School District, and any staff member may confiscate any device at any time for any purpose.

Apps

The software/apps installed initially or required by the Nauset Regional School District must remain on the device in usable condition and be easily accessible. 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 the required apps.

New iPad app requests need to be submitted for approval at <https://ma02212418.schoolwires.net/cms/module/selectsurvey/TakeSurvey.aspx?SurveyID=101>

Backup

The Nauset Public School District is not responsible for losing personal data stored on district-issued devices. Students are responsible for their data backups. The student's responsibility is 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 back up 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.

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

The 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.

[Nauset Public School District Student Handbook](#)

Student Responsibilities

Students will:

- Use all Nauset technology resources, responsibly, and ethically.
- 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 log in under their assigned username. Students should not share their passwords with other students.
- Not loan iPad/Chromebook components to another student **for any reason**.
- Be able to download music, pictures, and other content on the iPad/Chromebooks; 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 all media information sources such as television, telephone, movie, and radio.

Legal Propriety

- All iPad/Chromebook 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.