



Public Schools of CLK  
**Student & Parent/Guardian iPad Guide**  
iCLK Learning Initiative

### **Student Use of the iPad**

1. The iPad is the property of the Public Schools of Calumet-Laurium-Keweenaw and as a result may be seized and inspected at any time. If passwords for accessing student iPads are used, they must be registered with the district. The student should have NO expectations of privacy of materials found on an iPad or a school supplied or supported email service.
2. The Public Schools of Calumet-Laurium-Keweenaw iPad is the only approved personal computer allowed. All other computers and wireless devices are not allowed to connect to the district network and are subject to seizure.
3. The iPad comes equipped with both front and rear-facing camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group. The Public Schools of Calumet-Laurium-Keweenaw retains the rights concerning any recording and/or publishing of any student or staff member's work or image. Students must obtain permission to publish a photograph or video of any school related activity. Unauthorized recordings are subject to disciplinary action in accordance with School Board Policy.
4. Students are responsible for bringing their iPad fully charged to school every day unless otherwise directed by a staff member. Failure to bring an iPad or any other class material(s) does not release the students from their responsibility for class work. If students repeatedly fail to bring materials to class, including an iPad, students will be subject to disciplinary action or the natural consequences associated with not being prepared for class. NOTE: This does not apply to 4<sup>th</sup> and 5<sup>th</sup> grade, who will not be taking their iPads home.
5. While personalized screensavers, wallpapers, and protective covers are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and are subject to disciplinary action.
6. iPads must remain free of any writing, drawing, stickers, or labels that are not property of the Public Schools of Calumet-Laurium-Keweenaw.
7. The adding or deleting of an "app" is by district approval only. Failure to comply may result in restricted access to the iPad and/or a substantial reimage cost to the student.

8. Games, music, videos, and sound use will be at the discretion of the classroom teacher and building administrator. Unless permission is obtained, sound must be muted at all times.
9. The iPad affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space. It is recommended students e-mail documents to themselves for storage using alternative methods. It is the student's responsibility to ensure that work is not lost due to mechanical failure, accidental deletion, or re-imaging.
10. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone number of others.
11. When appropriate, the Public Schools of Calumet-Laurium-Keweenaw encourages students to take their iPad home at night for class work and recharging. All of the rules and regulations that are in effect during the school day extend to the use of the iPad at home.
12. The Public Schools of Calumet-Laurium-Keweenaw makes no guarantee, written or implied, that materials on the iPad, including student work, will be safe from deletion or corruption, accident or otherwise.

## A Parent/Guardian Guide to Student Use

The Public Schools of Calumet-Laurium-Keweenaw recognizes that with new technologies come new challenges to both teachers and parents. Below is a list of suggestions that may aid you, the parent, in effectively guiding your child's use of the iPad.

1. **Take extra steps to protect your child.** Encourage your child to use and store the iPad in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your child to help develop safe surfing habits. Children often model adult behavior.
2. **Go where your child goes online.** Monitor the places that your child visits. Let your child know that you're there, and help teach him/her to act appropriately as he/she works and socializes online.
3. **Review your child's friends list.** You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.
4. **Understand sites' privacy policies.** Internet sites should spell out your rights to review and delete your child's information.
5. **Report unwelcome or malicious online threats.** Report any online interactions that can be considered threatening to the proper authorities in a timely fashion to the school.
6. **Help your child develop a routine.** Many parents have found success by creating and monitoring a routine for their child's appropriate use and care of the iPad.
7. **Take a look at the apps or programs.** It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the iPad.
8. **Read and share the Public Schools of Calumet-Laurium-Keweenaw iPad Care and Maintenance Policy with your child.** By reading and discussing the care and maintenance policies, you can create a clear set of expectations and limitations for your child.
9. **Protective carrying bags.** The Public Schools of Calumet-Laurium-Keweenaw strongly suggests students utilize a protective carrying bag to help prevent accidental dropping of the device.