

Public Schools of Calumet, Laurium, Keweenaw
iPad Documents and Agreements
iCLK Learning Initiative
Fall 2011





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 4th and 5th 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.



Public Schools of CLK

Care and Maintenance of the iPad

iCLK Learning Initiative

1. The care of your iPad is your responsibility.
2. Never leave an iPad unattended. When not in your personal possession, the iPad should be in a secure, locked environment. Unattended iPads will be collected and stored in the school's office.
3. Because the iPad is intended for daily use, iPads must be charged nightly so it is ready for use every day. Do not leave your iPad in your locker overnight.
4. Your iPad comes with a protective case to help minimize damage. The iPad must remain in the protective case at all times. The iPad and the iPad cover must remain free of stickers, writing, painting, or any other forms of decoration.
5. Do not lend your iPad to another person. Each iPad is assigned to an individual student and the responsibility for the care of the iPad solely rests with that student.
6. The iPad is an electronic device and care must be exercised when handling the iPad. Never throw or slide the iPad or a book bag that contains an iPad. Never place an iPad in a book bag that contains food, liquids, heavy, or sharp objects. Avoid placing weight on the iPad.
7. Avoid applying liquids to the iPad. The iPad can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad. Use of unapproved cleaners may remove the protective film covering the face of the iPad.
8. While the iPad is scratch resistant, the iPad will scratch. Avoid contact with sharp objects. Commercially produced screen protectors can be purchased to protect the screen.
9. Never expose an iPad to long-term extremes in temperature or direct sunlight. Do not store your iPad in your car.
10. Your iPad comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. Student-issued iPad accessories are the responsibility of the student.
11. Each iPad has a unique serial number and identification sticker. At no time should these numbers or stickers be modified or removed.
12. Each iPad has the ability to be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the acceptable use policy and grounds for disciplinary action.
13. Do not attempt to gain access to the internal electronics or repair your iPad. If your iPad fails to work or is damaged, report the problem to the Student Support Center as soon as possible. iPad repair/replacement options will be determined by the appropriate staff.



Public Schools of CLK

Costs, Repair, and Replacement of the iPad

iCLK Learning Initiative

1. Each CLK student in grades 4-12 is being provided with an iPad2 package at no cost. This package includes an iPad2, protective case, charging cord and appropriate, pre-installed educational applications.
2. The CLK School District will be providing an insurance policy to insure against loss, theft, or accidental damage.
3. In the event that an iPad is damaged, lost, or stolen, the student will be assessed a \$50.00 deductible for the repair or replacement of the iPad for the first occurrence per device. The student will be charged the full cost (up to \$500.00) plus any reformatting costs for each subsequent repair or replacement.
4. Families may wish to purchase their own personal insurance to protect the iPad in cases of loss, theft, or accidental damage.
5. Should an iPad be damaged, lost, or stolen the student and parent/guardian should immediately notify the school administration. If stolen, the filing of a police report by the parent/guardian will be required.
6. In the event of a lost or stolen iPad, the CLK School District may deploy location software, which may aid in recovering the iPad.
7. Students who leave the CLK School District during the school year must return the iPad, along with any other accessories, at the time they leave the district. The iPad and all accessories should be returned to the appropriate building office.



Public Schools of CLK

Acceptable Use Policy for Electronic Resources

iCLK Learning Initiative

All Public Schools of Calumet, Laurium and Keweenaw (CLK) students and staff are responsible for their actions and activities involving the school district's computers, electronic devices, network and Internet services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of school computers and other electronic devices and provide examples of prohibited uses. The rules and guidelines detail acceptable use of electronic information resources under which students, staff, and all members of the Public Schools of CLK community, herein referred to as "users," will be held accountable. The rules do not attempt to describe every possible prohibited activity. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator. These rules apply to all school computers, all school-provided electronic devices wherever used, all uses of school servers, and Internet access and networks regardless of how they are accessed.

Acceptable Use

1. School computers, network and Internet services, and electronic resources are provided for educational purposes and research consistent with Public Schools of CLK's educational mission, curriculum and instructional goals.
2. Users must comply with all Board policies, the student handbook, and school rules and expectations concerning conduct and communications when using school computers or school-issued electronic resources, whether on or off school property.
3. Students also must comply with all specific instructions from school staff.

Prohibited Uses

Unacceptable uses of school electronic resources include, but are not limited to, the following:

1. Accessing or Communicating Inappropriate Materials – Users may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
2. Illegal Activities – Users may not use the school district's computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. Public Schools of CLK and its employees and agents assume no responsibility for illegal activities of students while using school computers or school-issued electronic resources.

3. Violating Copyrights or Software Licenses – Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.
4. Plagiarism – Users may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When using other sources, credit must be given to the copyright holder.
5. Use for Non-School-Related Purposes - School district's computers, electronic devices, networks and Internet services are provided for purposes related to educational programs, school operations, and performance of job responsibilities. Incidental personal use of school devices is permitted as long as such use: 1) does not interfere with the user's responsibilities and performance; 2) does not interfere with system operations or other system users; and 3) does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules. "Incidental personal use" is defined as use by an individual for occasional personal communications.
6. Misuse of Passwords/Unauthorized Access – Users may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems.
7. Malicious Use/Vandalism – Users may not engage in any malicious use, disruption or harm to the school district's computers, electronic devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
8. Avoiding School Filters – Users may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.
9. Unauthorized Access to Blogs/Social Networking Sites, Etc. – Users may not access blogs, social networking sites, etc. prohibited by building administration or the Public Schools of CLK Technology Department. Teachers and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.
10. Wasting System Resources - Users shall not use the network in such a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects, as determined by the supervising instructor or building administrator.
11. Unauthorized Equipment - Users may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the district network without permission from the Public Schools of CLK Technology Department.

12. All information services and features contained on District or Network resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.

Compensation for Losses, Costs and/or Damages

Users may be responsible for compensating the school district for any losses, costs or damages incurred for violations of Board policies/procedures and school rules, including the cost of investigating such violations. The school district assumes no responsibility for any unauthorized charges or costs incurred by users while using school district computers, devices, or the school network.

Student Security

1. Users may not reveal personal information, including a home address and phone number, about themselves or another individual on any unsecured electronic medium, such as web sites, blogs, podcasts, videos, wikis, or social networking sites. If users encounter dangerous or inappropriate information or messages, they shall notify the school administration immediately.
2. Staff may post student pictures on district/school/classroom "public" websites as long as the student's name or other identifying information is not included and the parents have not indicated differently on the student's directory information form. Students' grades, test results, or identifying pictures may be stored only on district-approved secure sites that require a username and password for authorized individuals to access.
3. All Public Schools of CLK schools are closed campuses. Public Schools of CLK retains all rights concerning any recording and/or publishing of any student's or staff member's work(s) or image(s). Students must obtain permission from a Public Schools of CLK staff member to publish a photograph or video of any school-related activity. It is best practice and common courtesy to ask permission before recording an individual or groups.
4. The use of cameras in any type of electronic device is strictly prohibited in locker rooms and restrooms.
5. Public Schools of CLK staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).
6. Students may be issued a school email address to improve student communication and collaboration on school projects. Email shall be used only for educational purposes that directly relates to a school project or assignment.

Technology Privacy

All computers, telephone systems, voice mail systems, electronic mail, and electronic communication systems are the district's property. The district retains the right to access and review all electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with district's computer system, telephone system, electronic mail system, and voice mail system. Students and staff should have no expectation that any information contained on such systems is confidential or private.

System Security

Any user who identifies a security problem must notify his/her teacher or building administrator immediately. The user shall not demonstrate the problem to others or access unauthorized material. Staff shall immediately report any potential security breaches to the Public Schools of CLK Technology Department. Staff should change their passwords to all systems at least once every 90 days.

Personal Devices

All users are prohibited from using privately-owned electronic devices in school unless explicitly authorized by the building Principal or Public Schools of CLK district administration.

Additional Rules for Laptops, iPads, or other Electronic Devices Issued to Students or Staff

1. Electronic devices loaned or leased to students or staff shall be used only for educational purposes that directly relate to a school project or assignment, unless otherwise explicitly authorized by building administration.
2. Users are responsible for the proper care of electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the device.
3. Users must report a lost or stolen device to the building administration immediately. If a device is stolen, a report also should be made immediately with the local police.
4. The policy and rules apply to the use of the electronic device at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of devices issued by school staff.
5. Violation of policies or rules governing the use of electronic devices or any careless use of the device may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.
6. Parents are responsible for supervising their child's use of the device when not in school.

7. The device configuration shall not be altered in any way by users. No software applications shall be installed, removed, or altered on the device unless permission is explicitly given by the teacher or building administrator.
8. The device is to be used only by the student or staff member to whom it is issued. The person to whom the device is issued will be responsible for any activity or action performed on the device.
9. The device and accessories must be returned in acceptable working order by the last day of each school year, upon withdrawal or exit date from the school district, and whenever requested by school staff.

Terms of Use

Public Schools of CLK reserves the right to deny, revoke or suspend specific user privileges and/or take other disciplinary action, including suspensions or expulsion from school, for violations of this policy. Additionally, all handbook regulations apply to the use of the Public Schools of CLK network, Internet, and electronic resources. All property rights to a work product using District technology are assigned to the District. If a student or staff changes their membership in the campus community their account will be reviewed by the network administrator and may be terminated.

Disclaimer – Public Schools of CLK, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the network, Internet access, and electronic resources it is providing. Furthermore, Public Schools of CLK is not responsible for:

1. The accuracy, nature, quality, or privacy of information stored on local servers or devices or information gathered through Internet access.
2. Any damages suffered by a user (whether the cause is accidental or not) including but not limited to, loss of data, delays or interruptions in service, and the infection of viruses or other malware on personal computers or other devices.
3. Unauthorized financial obligations resulting from the use of Public Schools of CLK electronic resources.



Public Schools of CLK
Student Pledge for iPad Use
iCLK Learning Initiative

1. I understand that the care of my iPad is my responsibility.
2. I will take good care of my iPad.
3. I will never leave my iPad unattended.
4. I will ensure that my iPad battery is charged nightly.
5. I will protect my iPad by keeping it in an approved case at all times.
6. I will not place decorations (such as stickers, markers, etc.) on my iPad.
7. I will never loan out my iPad to other individuals.
8. I will keep food and beverages away from my iPad since they may cause damage to the device.
9. I will keep my iPad away from liquids and will use proper care to keep it clean.
10. I will avoid using objects that may scratch the screen.
11. I will not expose my iPad to extreme temperatures and direct sunlight.
12. I will not deface the serial number on any iPad.
13. I will not delete any school installed applications or software.
14. I will not disassemble any part of my iPad or attempt any repairs.
15. I will use my iPad in ways that are educational and appropriate.
16. I will follow the CLK Acceptable Use Policy (AUP) at all times.
17. I understand that my iPad is subject to inspection at any time without notice.
18. I understand that my iPad remains the property of the CLK School District.
19. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
20. I will be responsible for all damage or loss caused by neglect or abuse.
21. I agree to return my iPad, case, power cords, and accessories in good working condition.
22. I will know where my iPad is at all times.

I agree to the stipulations set forth in the Student Pledge for iPad Use.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

iPads and accessories must be returned to the CLK School District at the end of each school year. Students who graduate, withdraw, or terminate enrollment within the CLK School District for any other reason must return their iPad on the date of termination.



Public Schools of CLK
Parent iPad Agreement
iCLK Learning Initiative

I (Parent/Guardian) give permission for my child, _____ to use his/her assigned iPad in school and/or take the assigned iPad off of the Public Schools of Calumet-Laurium-Keweenaw campus. My child and I understand the following:

1. Students must bring the iPad to school each day fully charged for class.
2. Students have no expectation of privacy in regards to use of the iPad. School administration and teachers have the right to access all data and information on the iPad, including, but not limited to Internet browser history.
3. The iPad is the property of the Public Schools of Calumet-Laurium-Keweenaw. Parents and students agree that it will only be used in accordance with the CLK Acceptable Use Policy (AUP). Any damage or loss may result in financial liability in accordance with the CLK Costs, Repair and Replacement Policy.
4. Students involved in after school activities must store their iPad in designated areas.
5. Parents and students are responsible for making sure the iPad is kept in a safe place during home use.
6. Parents and students agree that all "apps" and content to be installed on the iPad must be pre-approved by school administration.
7. Students must keep the iPad in the protective case at all times.
8. Students leaving the Public Schools of Calumet-Laurium-Keweenaw School District must return the iPad and accessories.
9. All iPads may be seized and inspected at any time without notice.

By signing below, I agree to the expectations and procedures as detailed above and in the CLK Acceptable Use Policy.

Parent Name (print)

Parent Signature

Date

Apple iPad Serial # _____