

SMS Technology Expectations & Responsibilities

2018/19

Expectations

Starting in the 2018-19 school year, families will be held responsible for the full cost of repair or replacement of issued (1:1) devices that are lost, stolen or damaged as the result of an intentional or negligent act.

1. Students are expected to bring their assigned iPad **charged enough** to last through each school day 5 days a week. It is recommended that families establish an iPad charging area for charging the iPad in the evening or overnight. ***Please note: APS no longer supplies replacement charger for iPads.***
2. Students are expected to take reasonable care of their iPad and keep it secure at school and off school grounds. Students are to keep their iPad with them or locked in their locker at all times while at school. Students are **NOT** to leave their iPad in hallways. Any iPad left in the hallways will be removed and the student will face consequences.
3. iPads are **NOT** permitted in the cafeteria during lunch nor is student cell phone use permitted during instructional time or during lunch.
4. Students must read the Acceptable Use Policy, Expectations and Responsibilities, complete the online questions with parents or legal guardian then sign the state mandated [Acceptable Use Policy](#) each year and acknowledge that violations can result in disciplinary consequences.
5. The iPad is assigned directly to each student. If a student moves to a different school within APS, he/she will take the iPad with them.
6. At the end of 8th grade, or if a student leaves APS, he/she returns the iPad with all accessories (charger, cable & case) to the assigned teacher (social studies) or Instructional Technology Coordinator (ITC).

What about lost, stolen or damaged iPads?

- 7a. Damage and lost of iPads are a concern at Swanson. An extremely high number of crack screens are the result of students removing their iPad case screen cover, leaving iPads in the hallway or leaving an iPad unattended. ***Starting in the 2018-19 school year, families will be held responsible for the full cost of repair or replacement of issued (1:1) devices that are lost, stolen or damaged as the result of an intentional or negligent act.*** This requirement is a component of [School Board Policy I-9.2.5.1 Electronic Technologies Acceptable Use](#).
- 7b. If the iPad is stolen parents or guardians, report the theft to the police to receive a police report number. Then notify your school Administrator and Instructional Technology Coordinator, Larry Seals as soon as possible.



- 10c. Students or parents should submit a [Student Tech. Help](#) request form, notify a teacher or Mr. Seals immediately if the iPad

is lost, damaged or if they are experiencing any other issues with the iPad. Students must remove their iPad *passcode* before putting their iPad in Mr. Seals mailbox for repair.

Protecting the iPad:

Cases

8. The **iPads** come with sturdy cases and students are required to keep them in the APS issued case at all times. iPads out of case or without screen covers will be confiscated until the family purchase an APS approved black Gumdrop replacement case (\$32) or screen cover. Gumdrop cases and screen covers can be purchase at Swanson. Students are to submit a [Students Tech. Help](#) request form or notify a teacher if the case or screen cover is damaged or broken. A damaged or broken case stand will not be replaced. The original case may not be replaced with a Bluetooth keyboard case. Student parents may purchase a Bluetooth keyboard.



Backpacks

9. Students should be careful when putting their iPad in heavy backpacks. The weight of heavy books or other objects pressing against the iPad's screen can break the screens. The iPad should always be placed on top with the screen facing inward preferably, against a hardback book.

Heat, Cold and Liquids

10. All electronic devices are vulnerable to humidity and extreme temperatures (above 80°F, below 50°F). Never leave your iPad in a car overnight or any time the weather is hot or cold. Keep devices away from bathrooms, saunas, or indoor pools where



humidity is high. Take a break from electronics when eating or drinking! Liquid damage causes system failure and voids the warranty. If an iPad comes into contact with liquid, wipe the liquid up quickly and do not attempt to turn it on. (Power down if possible.) Fill out the [Student Tech. Help](#) form, tape a note with your ID number, STAR teacher, and first and last name to the iPad and put is in Mr. Seals' mailbox right away!

11. Managing the iPads:

iPads

Apps are distributed to iPads from the MDM (Mobile Device Management) without the need to sign into iTunes. Students are only allowed to install apps available in the App Catalog. Downloading apps and games from the public App Store or the internet is not permitted and is a violation of the Acceptable Use Policy.



Students are to **run software updates** from “Settings” when they are available. Students are not to use personal Apple IDs or personal iCloud accounts on their iPads.

Troubleshooting problems on an iPad –

- **Hard reboot** – hold the power and home button at the same time until the iPad restarts. This resolves most problems.
- **Wifi issues** – toggle wifi on and off. If that doesn’t help, go to Settings – Wifi, tap on the name of the wifi and choose “Forget This Network.” Then log into the network again using your username and password.

8 Grade iPad Collection

12. At the end of the 2018-19 school year, we will collect 8th graders assigned iPads and chargers. Each student is to remove his/her iPad *passcode* and *clear and remove* their iCloud setting on their iPad. Neatly wrap their iPad charger and cable.