

SMS Technology Expectations & Responsibilities

Expectations

All students are expected to bring their assigned devices **fully charged** to school **every** day. Families should establish a charging station and plan for charging the device every evening.

Students are expected to take reasonable care of their device and keep it secure at school and off school grounds. Students should keep their device with them or locked in their locker at all times while at school.

Students must sign the [Acceptable Use Policy](#) each year and acknowledge that violations can result in disciplinary consequences.

The device is assigned directly to each student with the expectation it will be used throughout middle school. If a student moves to a different school within APS, he/she will take the device with them. 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 or ITC.

Protecting the devices:

Cases

The **iPads** come with sturdy cases that do a good job of protecting the device. Students are required to keep them in the APS issued case at all times. iPads out of the case or without screen covers will be confiscated. Students should submit a [Tech. Help for Students](#) request form or notify a teacher if any part of the case is broken.

Students may replace the iPad case with a keyboard case that, provides the *same level* of protection. Email Mr. Seals at larry.seals@apsva.us with the model of the replacement case. Students must return the original case when they return the iPad.



Backpacks

Students should be careful about putting their iPad in heavy backpacks. The weight of heavy books or other objects break the screens. The iPad should always be placed on top with the screen facing inward.

Heat, Cold and Liquids



All electronic devices are vulnerable to humidity and extreme temperatures (above 80°F, below 50°F). Never leave your device 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 a device comes into contact with liquid, wipe the liquid up quickly and do not attempt to turn it on. (Power down if possible.) Tape a note of what happened, along with your ID number, first and last name to the iPad and put it in Mr. Seals' mailbox right away!

Managing the devices:

iPads

Apps are distributed to devices 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 – Wi-Fi, tap on the name of the wifi and choose “Forget This Network.” Then log into the network again using your username and password.

What about lost, stolen or damaged devices?

Damage is a concern at Swanson, due to this year's growing number of cracked iPad screens. An extremely high number of crack screens are the result of students removing their iPad case screen cover, however, now that students know the danger of removing the screen cover, we expect those numbers to go down and we expect students overall will continue to take good care of their iPads. In the unlikely event that a device is damaged, lost, or stolen, and the child has taken reasonable

precautions to take care of it, APS is not currently asking families to pay for repairs or replacement. Because students have been taking good care of the devices, replacement costs have been low. If costs go up in the future, APS may need to reevaluate this practice. We will notify families of any changes.

At this point, the greatest loss has been in chargers for the devices. The chargers should stay at home. Devices that arrive at school fully-charged will last all day.



If the iPad is stolen, please report the theft to the police to receive a police report number. Then notify your school Administrator and Instructional Technology Coordinator, Larry Seals by submitting a [Tech. Help for Students](#) form from the Swanson website under the Technology tab, as soon as possible.

Students should submit a [Tech. Help for Students](#) request form, notify a teacher or Mr. Seals immediately if their device is lost, damaged or if they are experiencing any other issues with the device. Students must remove their iPad passcode before giving it to Mr. Seals for repair.

8 Grade iPad Collection

At the end of the 2017-18 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 and put your iPad charger and cable in a small ziplock bag with your full name on the bag.