

UNITED STATES VIRGIN ISLANDS DEPARTMENT OF EDUCATION

IPAD/LAPTOP POLICY

Introduction

Personal network devices such as iPads and laptops, when planned and used appropriately, holds promise to promote student-centered, 1:1, 21st century learning opportunities. A policy can guide department, district, program and school personnel in increasing equipment and program accountability as well as promoting effective management and use of iPads within a school system. A policy is not a replacement of, but should be an addition to, an Internet Acceptable Use Policy (IAUP). See the department's IAUP at www.doe.vi.

Purpose of the Policy

The Virgin Islands Department of Education (VIDE) has adopted this iPad Policy ("Policy") to establish guidelines for using government funds to purchase, protect and secure iPads in public and nonpublic schools. These guidelines are intended to promote:

- equipment accountability
- effective use of government funds
- compliance with government rules and regulations
- accomplishment of educational goals and initiatives (online assessments, 1:1 computing, student centered learning, standards, etc.)
- safe student access to educational resources and services

iPad Policy Handbook

iPad/Laptop Procurement Requirements

All government funded iPad orders must include:

- an iPad/Laptop case for each iPad/Laptop
- a mobile computer cart for charging, managing, and transporting multiple classroom iPads/Laptops to a secure location when not in use (only for classroom set of iPads)
- a justification letter (see details below)

iPad/Laptop Justification Requirements

All government funded iPad/Laptop purchase requests must include a justification letter that communicates:

- the reason(s) for choosing an iPad over other mobile devices (tablet, laptop etc.) and confirmation that the iPad, if purchased for students, can be used to support the new 2014-2015 online assessments <http://www.smarterbalanced.org/smarter-balanced-assessments/technology/>
- the audience who will use the iPads/Laptops (students, teachers, administrators)
- the location where the iPad/Laptop will be used (in school only or at home). A home authorization form must be completed by each user, approved by the supervisor and submitted to VIDE Property and Procurement (P&P).

- a brief plan for tracking and recovering each lost or stolen iPad/Laptop (i.e. The “Find My iPhone/iPad App” is a free App that will be downloaded to each iPad and activated before being distributed to the end user). Each iPad/Laptop must have tracking capabilities installed as part of the procurement.

Procurement of iPad/Laptop professional development (PD) must not be limited to “how to use the iPad/Laptop”. It must include a justification letter and/or supporting documentation that show that the PD supports best practices that facilitate student centered project based technology integration or the program goal to be accomplished.

Using iPads with Promethean Boards

- The Apple VGA Adaptor for iPad must be purchased for connecting the iPad to the Promethean Board.

Protecting and Storing iPads/Laptops Tracking Device for the iPad/Laptop

- Each iPad/Laptop must have a tracking/monitoring solution installed. The Find My iPhone/iPad App is a free App that should be downloaded to the iPad and activated before being distributed to a school or end user. Other tracking solutions may be used. Tracking access software must be uploaded on all iPads/Laptops before they are released. The iPads/Laptops should be monitored by the program during the iPad/Laptop lifespan to ensure that it is secure and software installed and appropriately activated and running.

Laptop/iPad Identification

Student iPads/Laptops will be labeled in the manner specified by the department. Laptops/iPads can be identified in the following ways: a) serial number, b) government property tag and c) department, district, program or school naming scheme.

Classroom Security and iPad/Laptop Storage

- An iPad/Laptop mobile cart is required for each classroom with a class set of iPads for security, syncing and charging iPads/Laptops.
- Classrooms and other locations where iPads/Laptops are stored must be secured by security bars and/or electronic surveillance. The room must be air-conditioned. If the room is not air-conditioned and/or secure, the iPad/Laptop mobile cart must be moved to a secured air-conditioned room for storage on holidays, weekends, school breaks and for summer if the iPads/Laptops are not being used.

iPads/ Laptops Left in Unsupervised Areas

Under no circumstances should iPads/Laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any iPad/Laptop left in these areas is in danger of being stolen. If an iPad/ Laptop is found in an unsupervised area, it will be taken to the department, district, program or school office.

Information used in this policy was taken from:

http://www.gfw.k12.mn.us/school183/images/files/gfw_ipad_policy.pdf

iPad/Laptop Identification (Naming-Numbering Scheme and Laser-Engraved ID)

- When possible, the free laser engraving from Apple Computer should be used as one method of identification.
- The **numbering scheme** being utilized should identify the iPads/ Laptops being used by students at any time and the location of the iPad/Laptop at the school, (i.e. *SCHOOL-ROOM-IPAD1,2,3s*, etc). A Sharpie permanent marker can be used to write the information on the back of the iPad. It is recommended that students be issued the **same iPad/Laptop** daily according to the numbering scheme to facilitate tracking and managing iPads/Laptops from class period to class period throughout the day.

Distribution of iPads/Laptops in Classrooms

- It is recommended that teachers distribute iPads/Laptops at the beginning of classes and verify that each iPad/Laptop is returned at the end of each class according to the numbering scheme.
- Teachers are not to leave the classroom without ensuring that all iPads are secured and accounted for in the iPad/Laptop Mobile Cart.
- If a teacher has to leave the classroom because of an emergency and the iPads/Laptops are not secured in the iPad/Laptop Mobile Cart, the teacher should notify the department chairperson and or the school administrator so assistance may be provided.

Observations and Walkthroughs

- During observations and walkthroughs, administrators should check to make sure that the above procedures are being followed.
- In addition, department chairpersons should check to make sure that the procedures above are followed.

Deploying Apps and Syncing Files

- The person(s) or a vendor deploying apps on iPads must be identified. The teacher who will be syncing files, and folders must be identified.

Apple Volume Purchasing Plan

- If the same apps will be distributed to a set of iPads, purchase should be made with Apple's volume purchasing plan (VPP). VPP allows discounts on volume app purchases and may be legally required for synchronizing and distributing the same apps to many iPads. This does not apply to free apps, which can be installed on any number of devices.

Taking the iPad/Laptop Home and Protecting Children from Inappropriate Content

- If students are taking the iPads/Laptops home, the department, district, program or school Internet filter is no longer applicable. Students must be protected from going to inappropriate websites accidentally or intentionally. The Children's Internet Protection Act (CIPA) must be followed. The Free K9 Web Protection Browser for iPad from the App Store must be installed.
- Other access restrictions can be enabled to include Safari Browser, YouTube, iTunes, and movies.

iPad/Laptop Care

Staff and students are responsible for the general care of the iPad/Laptop they have been issued by the department, district, program or school. iPads/Laptops that are broken or fail to work properly must be immediately taken to the designated staff and location for an evaluation of the equipment.

General Precautions

- The iPad/Laptop is government property and all users will follow this policy and applicable rules pertaining to government owned property.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad/Laptop to prevent damage.
- iPads/Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of the government, department, district, and school.
- iPads/Laptops must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their iPad's/Laptop's battery charged for school each day.
- If students or staff uses "skins" to "personalize" their iPads/Laptops, they must not take off any government, department, district or school labels.

iPad/ Laptop Transport

No iPad, or laptop may be issued without a protective case. The protective cases provided with iPads/Laptops must have sufficient padding to protect the iPad/Laptop from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- iPads/Laptop should always be within the protective case when carried.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad/Laptop screen.

Screen Care

The iPad/Laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad/Laptop when it is closed.
- Do not place anything near the iPad/Laptop that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the iPad/Laptop against lockers, walls, car doors, floors, etc as it will eventually break the screen

iPad/Laptop Use in School/Classroom

Screensavers/Background photos

- Inappropriate media may not be used as a screensaver or background photo.

- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Passwords are not to be used.

Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the iPad/Laptop and can be used at the discretion of the teacher
- Internet Games are not allowed on the iPads/Laptops. If game apps are installed, it will be by authorized department, district, program and/or school staff.
- All software/Apps must be department, district, program and/or school, provided. Data Storage will be made available via the school or program through apps on the iPad, or arranged via a cloud-based service such as Drop Box.

Printing

Printing may be made available with the iPad/Laptop. Students should talk to their teachers about which printer to use.

Managing Files and Saving Work Saving to the iPad/Home Directory

Students may save work to the home directory on the iPad. It is recommended that students store documents via a secured solution. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad/Laptop malfunctions are not an acceptable excuse for not submitting work.

Network Connectivity

The department, district, program or school makes no guarantee that their network will be up and running 100% of the time. In the case that the network is down, the department, district, program or school will not be responsible for lost or missing data.

iPad Software

Originally Installed Software

The software/Apps originally installed by the authorized department, district, program or school representative must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school or program may add software applications for use in a particular course. The licenses for this software require that the software be deleted from iPads at the completion of the course. Periodic checks of iPads will be made to ensure that students have not removed required apps.

Additional Software

Students are not allowed to load extra software/Apps on their iPads/Laptop. The Authorized department, district, program or school representative will synchronize the iPads so that they contain the necessary apps for school work. Students will not synchronize iPads or add apps to their assigned iPad, to include home syncing accounts.

Inspection

Students may be selected at random to provide their iPad/Laptop for inspection.

Procedure for re-loading Software

If technical difficulties occur or illegal software, non Department, district, program or school installed apps are discovered, the iPad will be restored from backup. The department, district, program and/or school do not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

Software Upgrades

Upgrade versions of licensed software/apps may be made available from time to time. Students may be required to check in their iPad for periodic updates and Syncing.

Acceptable Use

The use of the department, district, program or school technology resources is a privilege, not a right. The privilege of using the technology resources provided by the department, district, program or school is not transferable or extendible by students to outside people or groups and terminates when a student is no longer enrolled in the school or district. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the department, district, program or school technology resources may be denied, and the appropriate disciplinary action shall be applied. The department, district, program or school Student Code of Conduct shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.

Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Should you want your student to opt out of having access to an iPad, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements (may take longer).

Department Responsibilities are to:

- Provide Internet access to its students and staff.
- Provide Internet Blocking of inappropriate materials as able. The department reserves the right to review, monitor, and restrict information stored on or transmitted via the departments network and to investigate inappropriate use of network and infrastructure services and resources.

District, Program and/or School Responsibilities are to:

- Provide secure protected Email access to its students.
- Provide secure network data storage areas. These will be treated similar to school lockers. The Department, district, program or school reserves the right to review, monitor, and restrict information stored on or transmitted via government and department owned equipment and to investigate inappropriate use of resources.

- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

Students are Responsible for:

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to iPad/computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students own negligence, errors or omissions. Use of any information obtained via the department's Internet System is at your own risk. The department, district, program or school specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping the department, district, program and/or school protect our computer systems/devices by contacting an administrator and IT division about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Students should always turn off and secure their iPad/computer after they are done working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it in to the teacher and/or office.
- Returning their issued iPad/Laptop to the designated staff and location at the end of each class period, or school day as applicable and required. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment in the department or districts for any other reason must return their individual school iPad computer on the date of termination.

Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Messaging services-EX: MSN Messenger, ICQ, etc
- Internet/Computer Games
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of iPad/Computer settings (exceptions include personal settings such as font size, brightness, etc)
- Downloading apps
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger

- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the department, district, program or school web filter through a web proxy or any other means

iPad/Laptop Care

Students will be held responsible for maintaining their individual iPads and keeping them in good working order.

- iPad/Laptop batteries must be charged and ready for school each day.
- Only labels or stickers approved by the department, district, program or school may be applied to the computer.
- iPad sleeves furnished by the school district must be returned with only normal wear and no alterations.
- iPads/computers that malfunction or are damaged must immediately be reported to the teacher, principal and supervisor. The school or program will be responsible for repairing iPads that malfunction. iPads/computers that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with cost being borne by the student or staff. Students and/or staff will be responsible for the entire cost of repairs to iPads/computers that are damaged intentionally.
- **iPad/Laptop damage: Students are responsible for any and all damage.**
- iPads that are stolen must be reported immediately (within 24 hours) to the department, district, program or school office and the Police Department. The existing procedures must be followed for damaged, obsolete, lost, stolen, and stolen government property to include iPads/computers.

Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask.
- Plagiarism is a violation of the Department, district, program and/or school **Code of Conduct**. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to Department, district, program or school penalties. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the Department, district, program or school.

Student Discipline

If a student violates any part of the above policy, he/she will lose iPad/computer privileges for a length of time determined by the school administration.


iPad/Computer Damage, Loss, Repair and Replacement

Staff and students will be held responsible for ALL loss and/or damage to iPads/computers assigned to them including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student or staff will pay for full replacement value. Lost items such as sleeves and cables will be charged the actual replacement cost. In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the staff, student or parent within 24 hours**. A copy of the police/fire report must be provided to the principal's office, supervisor and VIDE P&P. Staff/Students/Parents are responsible for full payment of intentional damages to iPads/computers. Warranty **DOES NOT** cover intentional damage of an iPad. For damage covered under warranty, the assigned person must return the iPad/computer to VIDE P&P so that the warranty may be honored by the vendor.

Using an Assigned iPad/Computers at Home (Only for Staff, Selected Students and Students with Special Needs)

- A home use authorization form must be completed signed, approved and submitted to the Department of Education Division of Property and Procurement in order for any student or staff to use an iPad/computer or any equipment at home.
- The iPad/computer is meant for the assigned staff or student use only. It is not meant to be a family computer or to be used by siblings in any way.
- Parents are responsible for supervising student Internet use while at home; the filtering services implement by the department, district, program or school do not transfer to home use. Parental control software can be installed upon parent request to limit access to the Internet.
- Staff/students are not permitted to sync the iPad with a personal computer or "jailbreak" the device to alter the configuration or functionality that has been established by the district. The iPad should be distributed pre-loaded with all the software needed for classes. Students are not allowed to uninstall or modify school loaded applications in anyway. Staff/students who do not comply may lose their take home privileges at the principal's/supervisor's discretion.
- Installation of appropriate apps by Staff/students is permitted. However, when Staff/students iPads are "synced" with the school iTunes library, all personal apps are deleted. Those Staff/students installed apps can be downloaded again without cost from the iTunes store, but this must be done by the student.
- File-sharing, including downloading music or any other activity that violates copyright laws is not permitted.
- Staff/students are allowed to set up wireless networks on their iPads for use while at home.

APPROVED BY:



LaVerne Terry, Ed.D., Commissioner
United States Virgin Islands Department of Education

APPROVED ON AND EFFECTIVE AS OF:

Date: May 29, 2012

UNITED STATES VIRGIN ISLANDS DEPARTMENT OF EDUCATION

Student Pledge for iPad/Laptop Use

1. I will take good care of the iPad/Computer assigned to me.
2. I will never leave the iPad/Computer unattended.
3. I will never loan out my iPad/Computer to other individuals.
4. I will know where my iPad/Computer is at all times.
5. I will charge my iPad's/Laptop's battery daily.
6. I will keep food and beverages away from my iPad/Laptop since they may cause damage to the device.
7. I will not disassemble any part of my iPad/Laptop or attempt any repairs.
8. I will protect my iPad/Laptop by only carrying it while in the case provided.
9. I will use my iPad/Laptop in ways that are appropriate, meet department, district, program or school expectations and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the serial number iPad/Laptop sticker on any iPad/Laptop.
11. I understand that my iPad/Laptop is subject to inspection at any time without notice and remains the property of the Government of the Virgin Islands.
12. I will follow the policies outlined in the iPad/Laptop *Handbook* and the iPad/Laptop *Policy* while at the department, district, program or school, as well as outside the department, district, program or school.
13. I will file a police report in case of theft, vandalism, as required by the Division of Property and Procurement.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the department, district, program or school iPad/Laptop, case and power cords in good working condition.

I agree to the stipulations set forth in the above documents including the iPad/Laptop Policy and the Student Pledge for iPad/Laptop Use.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Individual school iPad computers and accessories must be returned to the designated department, district, program or school location and staff at the end of school year, day or period as applicable. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at their designated school for any other reason must return their individual school iPad computer on or before the date of termination.