

# iPad Student/Parent Handbook



**Goudy Technology Academy**



# Goudy Technology Academy Student-Parent iPad Handbook

## Introduction

The focus of this One-to-One Personal Learning Initiative is to provide tools and resources to the 21<sup>st</sup> Century learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. According to studies and school reports, students who use a computing device in a one-to-one educational environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become more constructors and designers of information and ideas. Increasing access to technology is essential for that future, and one learning tool for these 21<sup>st</sup> Century students is the Apple iPad tablet computer (herein called “iPad”). The personalized, mobile, and individual use of an iPad is a way to empower students to maximize their full potential and to prepare them for high school, college, and the workplace. The Apple iPad is a next generation device that makes learning more engaging and accessible.

Learning happens from a continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. Effective teaching and learning with iPads integrate technology into the curriculum anytime, anyplace.

Goudy Technology Academy reserves the right to make any additions or alterations to this policy necessary in order to insure the effectiveness of this initiative as well as the safety and well-being of all our students.

## Goals for Student Users

- To increase student productivity inside and outside of the classroom.
- To maximize the convergence of academic resources such as textbooks, scholarly sources, and content rich media.
- To facilitate mobile learning within the school district and beyond.
- To promote leadership and responsibility in one’s own learning by providing constant access to educational resources.
- To engage students more fully in their learning.

## 1.0 General Information

The \$25 school technology fee will take place of the annual iPad Fee. Parents and students must comply at all times with the *Goudy Technology Academy Student-Parent iPad Handbook* and the *Chicago Public School Student Handbook and Code of Conduct*, including the *Student Guidelines for Acceptable Use of Technology*. Any failure to comply may cause the termination of student’s rights of possession immediately, and Goudy Technology Academy may repossess the iPad.

## 1.1 Loss or Damage

If the iPad is damaged, lost or stolen, you are required to report the incident immediately and be responsible for any deductible as required by the *Student-Parent iPad User Agreement*. Loss by theft must be reported to Goudy Technology Academy immediately, and a copy of the police report must be provided to the school.



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## 1.2 Terms of Agreement

The right to use and possess the iPad terminates no later than the last day of the school year, unless earlier terminated by Goudy Technology Academy, or upon withdrawal from the school. **Using the iPads at Goudy is a privilege** and not a right or entitlement. Students agree to use the iPads for only educational purposes. iPads should never leave Goudy Technology Academy.

## 1.3 Appropriation

The failure to return the iPad in a timely manner will be considered unlawful appropriation of Goudy Technology Academy property and appropriate legal action will be taken

## 2.0 Repair Fees

Students are responsible for lost or damaged beyond use, hardware and iPad equipment, such as power source, covers, cases and screen protectors. Any fees not paid from the previous year, need to be paid before receiving an iPad in the current school year.

(See replacement chart)

Repair	Loss, Deliberate Damage, or Neglect
Power Adapter and Cord	\$10.00
iPad Cover/Case	\$50.00
Reimaging due to violation of the Acceptable Use Policy, reinstallation of software applications, or changes not accepted by the school	\$20.00
Screen Replacement/Digitizer Replacement	Market Cost (~\$100)
Volume Button or Lock Button	\$50.00
Inoperable iPad	\$200.00

## 3.0 Using the iPad at School

The iPad is intended for use at school. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed using the iPad tablet. Students must be responsible to bring their classroom-assigned iPads to all classes unless specifically instructed not to do so by their teacher. Goudy Technology Academy is not a BYOD school. Students are not allowed to bring in their own devices to use in lieu of using Goudy's classroom-assigned iPads.

**The use of Goudy Technology Academy's technology equipment and network is a privilege, not a right.** Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration. Students are responsible for what he/she says and does with the computer device and on the network. Communication with thousands of others is quick and easy. Therefore, it is important for the user to stop and think before communicating and to show respect for other people and for their ideas.



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### 3.1 School Network

Per the Children's Internet Protection Act (CIPA), Goudy Technology Academy provides mandated filtering to its network. Any attempt to circumvent the school's web filter will result in severe disciplinary actions and the possible revocation of the iPad for a period of time. These attempts include, but are not limited to, using proxies, phone tethering, or Wi-Fi Hot-Spots. Using these items is a direct violation of the Student Guidelines for Acceptable Use of Technology Resources. **All Internet history on iPads shall remain intact. Students clearing the Internet History or using Private Browsing will result in immediate admission of guilt and be subject to severe disciplinary actions.**

### 3.3 Wallpaper, Background, and Photos App

Inappropriate media may not be used as a wallpaper, background photo, or saved in the Photos App. Inappropriate media includes, but is not limited to the following: the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures and will result in severe disciplinary actions. Students will not be allowed to change the school's wallpaper. A password to lock the screen is not to be used.

### 3.4 Video, Sound, Music, and Games

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Music is not allowed on the iPads and can only be used at the discretion of the teacher. All streaming music and video sites including, but not limited to Pandora, Grooveshark, iTunes Radio, Google Play Music is strictly prohibited. Internet games are not allowed on the iPads. If game apps are installed, it will be at the discretion and guidance of a Goudy Technology Academy staff member.

The iPad comes equipped with either a front and/or rear-facing camera and video and audio recording capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group. Goudy Technology Academy 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 audio/video recording of any school related activity.

### 3.5 Software/Apps

All school-provided software/apps must be installed and available on the iPads at all times. All applications will reside in folders created by Goudy Technology Academy. Students may not move or delete any application out of their predetermined folder structure, unless instructed to do so by a teacher. Students who fail to adhere to these rules may be charged a reimaging fee. Students will not be allowed to sign into their own Apple IDs or install any applications without the direct written consent of the technology coordinator at Goudy Technology Academy.

Students should not delete or move any software applications, folders or files that they did not create or that they do not recognize. Deletion of certain files or applications will result in the student's inability to complete class work. A \$20 reimaging charge to correct system files and applications may apply.



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### 3.6 Email

Each student will be provided with their CPS Google Email to be managed on the iPads. No personal email accounts are allowed on the iPads. Personal email accounts accessed on the iPad is prohibited and will result in severe disciplinary actions.

### 3.7 Reimaging

Occasionally, it will be necessary to reimage the iPad. This may be required to load additional applications or it may be to rid the iPad of inappropriate content. If reimaging is required due to misuse by a student, a \$20 reimaging fee will be charged.

### 3.8 Inspection

Periodic checks of iPads will be made to ensure that students have not removed required apps or have added apps that are not authorized by the school. Students may be selected at random to provide their iPads for inspection.

### 3.9 Unauthorized Access

Do NOT loan iPads or other equipment to other students. Do NOT borrow an iPad from another student. Do NOT share passwords or usernames with others. Access to another person's iPad or network accounts without consent or knowledge is considered hacking and is unacceptable.

### 3.10 Failure to Return iPad

If a student fails to return the iPad at the end of the school day or at early dismissal, that student/parents will be subject to criminal prosecution or civil liability. Failure to return the iPad at the end of the day will result in a theft report being filed with Chicago Police Department.

### 4.0 Care of the iPad

The iPad is school property and all users will follow this handbook and the Students Guidelines for Acceptable Use of Technology Policy. Students are responsible for the general care of the iPad they have been issued. iPads that are broken or fail to work properly must be taken to Mr. Tow as soon as possible for an evaluation of the equipment.

### 4.1 General Precautions

- 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 to prevent damage
- iPads and covers must remain free of any writing, drawing, stickers, or labels that are not the property of Goudy Technology Academy
- iPads should never be dropped, tossed, or stepped on
- iPads must never be left unsupervised ANYWHERE or ANYTIME. Unsupervised areas include the school grounds and school cafeteria, computer lab, hallways, locker rooms, library, unlocked classrooms, and dressing rooms. **Any iPad left in these areas is in danger of being stolen. Unsupervised iPads will be taken to the School Principal. The first time will be a warning; any other infractions after will be a \$5 fee to reclaim your iPad.**
- Students should not have any food or drink next to the iPads.
- Students are responsible for immediately notifying teachers if a problem arises on the iPad.
- All iPads must remain the building at the end of the school day.



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### **4.2 Carrying iPads**

The protective carrying cases provide the iPad with superior padding to protect it from normal treatment and provide a suitable means for carrying the iPad within the school. The iPad should always be inside the protective carrying case when being transported. Students will only be allowed to use the protective carrying case provided by the school district. Do not purchase different carrying cases for the iPads. iPads should never be taken out of their covers unless instructed to do so by a teacher. Students should not use their iPads while walking in the hallways or during transition of classes.

### **4.3 Screen Care**

The iPad screen can be damaged if subjected to rough treatment. The screens are sensitive to damage from excessive pressure. To avoid damage and costly deductibles, please adhere to the following rules:

- Do not place anything near the iPad that could put pressure on the screen.
- Avoid dropping the iPad.
- Do not place anything on top of the carrying case that will press against the cover.
- Clean the screen only with a soft, dry cloth.
- Do not use Windex or other harsh chemicals to clean the screen.



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### Goudy Technology Academy Student Pledge for iPad Use

We have read the Goudy Technology Academy Student-Parent iPad Handbook on the school's website and abide by all rules and stipulations made in this handbook.

I will take full responsibility of my assigned iPad and I will never leave my iPad unattended.

I will never loan out my iPad to other individuals.

I will know where my iPad is at all times.

I will keep food and beverages away from my iPad.

I will not disassemble any part of my iPad or attempt any repairs myself.

I will protect my iPad by only carrying it while in the case provided.

I will use my iPad in ways that are appropriate, meet Goudy Technology Academy expectations and are educational.

I will not place decorations (such as stickers, markers, etc.) on the iPad or case.

I will not deface the Goudy Technology Academy asset tag or any other school label on any iPad.

I understand that my iPad is subject to inspection at any time without notice and remains the property of Goudy Technology Academy.

I will follow the policies and guidelines outlined in the iPad Student/Parent Handbook and the Student Guidelines for Acceptable Use of Technology while at school, as well as outside the school day.

I will be responsible for all damages or loss caused by neglect or abuse.

I agree to return the iPad in good working condition at the end of the day.

**We understand and agree to the stipulations set forth in the above document including the iPad Student/Parent Handbook and the Student Pledge for iPad use**

**Student's Name:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

**Parent/Legal Guardian Name:** \_\_\_\_\_

**Parent/Legal Guardian Signature:** \_\_\_\_\_

**Homeroom:** \_\_\_\_\_

**Date:** \_\_\_\_\_