

Temporary iPad Use Handbook For COVID-19 Remote School Work

JCC District Student Pledge for iPad Use

1. I will take good care of my iPad.
2. I will never leave the iPad unattended.
3. I will never loan out my iPad to other individuals.
4. I will know where my iPad is at all times.
5. I will charge my iPads battery every evening at home.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any repairs.
8. I will protect my iPad by only carrying it while in the case provided.
9. I will not place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the serial number or JCC District tags on any iPad.
10. I understand that my iPad is subject to inspection at any time without notice and remains the property of Johnson County Central Schools.
11. I will follow the iPad policies and procedures while at school, as well as outside the school day.
12. I will be responsible for all damage or loss of the iPad that is caused by neglect or abuse.
13. I agree to return the iPad and accessories in good working condition.
14. I will use my school locker to secure the iPad when the device is not in use.
15. I will use my iPad in ways that are appropriate, meet JCC expectations and are educational.
16. I will not use another students' iPad without the students' authorization.

I agree that my student and I have read and will comply with all policies and procedures with the Johnson County Central School District iPad policies.

Student Name (Print):	
Parent Name (Print):	
Parent Signature:	
Date:	

All students must return their iPad and accessories at the end of each school year or at the end of remote work. If a student terminates enrollment at JCC District the iPad and accessories must be turned in by the date of termination.

Article 8 (Excerpt from High School & Middle School Student Handbooks)

Internet Safety Policy

It shall be the policy of Johnson County Central Public Schools to make technology resources available only to advance educational goals and objectives, supplement instruction, and further school purposes. The operation and use of technology resources by students, staff, and the community shall be consistent with this policy.

Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail or electronic communication, and the Internet. The implementation of this policy shall include technology protection measures with respect to computers and internet access, consistent with District standards, the Children's Internet Protection Act, the Children's Online Privacy Protection Act, and other applicable law. The Superintendent and the Superintendent's designees are authorized and directed to establish and enforce regulations, forms, procedures, guidelines, and specific District standards to implement this Policy.

"E-Mail"/Internet Access

The District offers certain staff and students of Johnson County Central Public Schools access to the district computer network, including electronic mail ("e-mail") and the internet. Students may be provided with individual student e-mail accounts.

Access to e-mail and the internet will enable staff and students to explore libraries, data bases, and bulletin boards, while exchanging messages with internet users throughout the world. Students and parents should be warned that some material accessible by the internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While the district's intent is to make internet access available to further educational goals and objectives, students may find ways to access other materials as well. The district believes that the benefits to students from access to the internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their students should follow when using media and information resources. To that end, the district supports and respects each family's right to decide whether or not to apply for access.

Network, E-Mail, Internet and Other Computer Use Rules:

(a) General Rules:

- (i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
- (ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or

communications of individuals utilizing the network or the end product or result of such utilization.

- (iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
 - (iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
 - (v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.
- (b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. All technology equipment shall be used under the supervision of the site administrator.
- (i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
 - (ii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
 - (iii) Users shall not use or try to discover another user's account or password.
 - (iv) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., personal email, games or activities for personal profit).
 - (v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
 - (vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
 - (vii) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 - (viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
 - (ix) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.

- (x) Users shall not engage in “hacking” –alternating software or hardware or manipulating or circumventing security systems to gain unauthorized access or direct use of the operating system software.
- (xii) Users shall not engage in harassment or nuisance actions—bothering another person or entity for no positive reason or creating an interference with another user’s ability to make effective use of computing privileges.
- (xiii) Users shall not access resources not specifically granted to the user—whether damage is done or not, such use constitutes electronic trespassing, and will not be tolerated. Damages incurred will be considered to constitute electronic vandalism.

The internet will be provided on an "as is, as available" basis. The District does not imply or expressly warrant that any information users access will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet. The District reserves the right to refuse posting of files, and to remove files. The District further reserves the right to inspect a user’s computer and computer usage at any time. Users have no privacy rights or expectations of privacy with regard to use of the District’s computers or Internet system. The computer system is not a public forum. It is provided for the limited purpose of advancing the District’s mission.

A technology protection measure is in place that blocks and/or filters internet access to prevent access to internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate. The technology protection measure that blocks and/or filters internet access may be disabled only by an authorized staff member for bona fide research or educational purposes with the permission of a building administrator. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

Etiquette for Use of the Internet

All users of Johnson County Central Public Schools’ computers and networks are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of communication, the internet and other on-line services. These rules of behavior include (but are not limited to) are listed below. Users are to:

- (i) Be polite. Messages to others are not to be abusive.
- (ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- (iii) Not reveal personal address or phone numbers, or that of other students or colleagues.
- (iv) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to e-mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- (v) Realize that no communications and information accessible via the network should be assumed to be private property.
- (vi) Not to be place unlawful information on any network system.

- (vii) Obey other rules established by the network administrators or teachers from time to time.

4. Penalties for Violation of Rules.

All of the policies and procedures for acceptable use of computers and networks are intended to make the computers and networks more reliable for users. They are also intended to minimize the burden of administrating the network so that more time can be spent enhancing services.

Use of the computer to access telecommunications resources is a privilege and not a right. Violation of the policies and procedures of Johnson County Central Public Schools concerning the use of computers and networks may result in disciplinary action up to, and including, suspension and/or expulsion of students and suspension, termination, non-renewal or cancellation of the contract of an administrator, teacher or other school employee.

iPad Policies and Procedures:

2. TAKING CARE OF YOUR iPad

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the Technology Department for an evaluation of the equipment.

2.1 General Precaution

- Follow the Policies and Procedures for iPads and Student Pledge Agreement.
- Carefully insert/remove cords and cables to avoid damage – don't wind cords tightly.
- Responsibly keep your iPad battery charged for school each day.
- Maintain a clean iPad by keeping the unit free of any writing, drawing, stickers, or labels that are not the property of Johnson County Central Schools. Johnson County Central School's labels should never be removed.
- Food/drink is not recommended while using the iPad.

2.2 Storing Your iPad

Secure your iPad at all times. Never leave the iPad in an unlocked locker, any vehicle at home or school, or any unsupervised area. Unsupervised areas: (include but are not limited to)

- School grounds and campus
- Lunchroom, computer lab, locker rooms, media center, unlocked classrooms, dressing rooms, and hallways.

Any iPad left in these areas is in danger of being stolen. A iPad found in an unsupervised area will be turned into the High School Office or Technology Department Office. A discussion will be held with the student regarding responsible care.

- When not using the iPad, students should store the device in a locked locker. Do not place items on top of the iPad.
- If a student needs a secure place to store his/her iPad, the student may check it in with a teacher.
- Students in athletics and activities must take care to ensure their iPad is secured if they bring the device to practice or events.

2.3 Carrying Your iPad

The iPad should always be affixed and carried in the District issued case. The District issued a case that protects the iPad from normal use and provides protection for carrying within the school. Personally owned cases are allowed but must have prior approval from the Technology Department. Care must be taken when placing the iPad within its case into backpacks, folders and/or workbooks to avoid placing pressure and weight on the iPad screen.

2.4 Screen Care

The screens are particularly sensitive to excessive pressure placed on the screen and can be damaged if subjected to rough treatment.

- Clean the screen with a clean, soft, dry cloth or anti-static cloth. No cleansers of any type should be used.
- Do not lean on the top of the iPad.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in or on the protective case that will press against the screen.
- Avoid “bumping” the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- Screen cleaner will be available in classrooms.
- The iPad protective casing should always be strapped when not in use.

6. ACCEPTABLE USE

These guidelines are provided here so that students and parents are aware of the responsibilities students accept when they use JCC District owned iPad’s.

The use of the JCC School District’s technology resources is a privilege, not a right. The privilege of using the technology resources provided by the JCC School District is not transferable by students to people or groups outside the school and terminates when a student is no longer enrolled in the JCC School District. If a person violates any of the policies or procedures, privileges may be terminated, access to the school District technology resources may be denied, and the appropriate disciplinary action shall be applied. The JCC School District’s Student Handbook shall be applied to student infractions. The ultimate responsibility of use or misuse of the iPad rests with the student.

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

6.1 Student Responsibilities

- Read the JCC iPad Policies and Procedures and discuss it with my parent/guardian.
 - Use iPad in a responsible and ethical manner.
 - Recharge the iPad nightly and begin the school day with a fully charged battery.
 - Keep your USB cord and power adapter at home.
 - Keep the iPad in its assigned or approved protective case strapped at all times.
 - Bring the iPad to school every day.
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- Make the iPad available for inspection by an administrator, teacher, or technology department upon request.
 - Obey general school rules concerning behavior and communication that applies to technology use. This means use of appropriate language in all communications.
 - Use 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, missed-deliveries or service interruptions caused by the student’s own negligence, errors or omissions.
 - Assist the JCC School District in protecting our iPads by contacting an administrator about any security problems they may encounter.
 - Monitor all activity on their accounts.
 - Follow all the timelines for collection of iPads at the end of school year and as requested by District personnel.
 - Students who terminate enrollment at JCC for any reason must return their individual school iPad on the date of termination.
 - Report to teachers and/or technology department any malfunctioning iPads or damages.
 - Students will be required to provide pass codes upon request.
 - Students who are suspended or expelled may lose iPad privileges.
 - If students are in good academic standing they can play games or use iMessage before school, during lunch and after school – No game playing or iMessaging during any class or study hall.

6.2 Parent/Guardian Responsibilities and Terms

- Will read the iPad Policies and Procedures and discuss it with my child.
- Will supervise my child’s use of the iPad at home.
- Will make sure my child charges the iPad nightly and begins the school day with a fully charged battery.
- Will make sure my child brings the iPad to school each day.
- Will discuss appropriate use of internet and supervise my child’s use of the internet. Consider use of internet filters for home online networks.
- Will not attempt to repair the iPad.
- Will report problems or damage to the iPad to the building administrator, teacher, and/or Technology Department.

- Will report loss/theft of iPad to school and proper authorities within 24 hours if occurrence happens outside school.
- Will not change or attempt to change the configuration of software or hardware.
- Will not remove any apps or certificates on the iPad except for student's apps.
- Will not alter or remove the school device management certificates at any time.
- Allow the school administration, teacher, or technology department to examine the iPad, Apps, and content at any time.
- Make sure that the iPad is returned to the school when requested and upon my child's withdrawal from Johnson County Central School.
- Signing this agreement gives permission to the student to create online accounts under the JCC staff direction and guidance only for excepted purposes.

6.4 Student Activities Strictly Prohibited:

- Illegal installation, the use of or transmission of copyrighted materials. If you are unsure, ask a teacher.
- Any actions that violate existing JCC policies or public law.
- Accessing, uploading, downloading, or distributing offense profane, threatening, pornographic, obscene, or sexually explicit materials.
- Using external devices with the iPad without prior approval from the administration.
- Accessing other student's accounts, files, and/or data.
- Use of the school's internet/email for financial or commercial gain or for any illegal activity.
- Giving out personal information (name, address, photo or any other identifying information), for any reason, over the internet, including, but not limited to, setting up internet accounts for personal use (chat rooms, EBay, email).
- Participating in credit card fraud, electronic forgery or other forms of illegal behavior.
- Attempting to alter harm or destroy hardware, apps 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 components of school equipment.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean others.
- Bypassing the JCC web filter through a web proxy or any other means.
- If a student receives any communication containing inappropriate or abusive language or media, it is necessary to:
 1. Show a teacher or administrator immediately.
 2. Save a copy for the teacher/administrator.

3. Delete the material from the iPad in the presence of the teacher/administrator.
- Students will report loss/theft of iPad to parents, school and proper authorities within 24 hours.
 - Students will not:
 1. Change or attempt to change the configuration or settings of the iPad. Any attempt will result in disciplinary action.
 2. Attempt to repair, alter, or make additions to the iPad.
 3. Remove or attempt to remove JCC identification tags on iPads.
 4. Deface iPad and/or protective cover with any type of stickers or marking pens.

Violations of these prohibited activities will result in consequences as shown in section 6.5 student discipline.

6.5 Student Discipline

The discipline procedures in the JCC handbooks address serious and major offenses such as stealing and destruction of school or personal property, which apply to the iPad. Depending on the seriousness of the offense, students may lose iPad and/or network privileges as well as being held for detention, suspension, or even in extreme cases, expulsion.

Consequences in no particular order:

- Conference with the teacher and teacher documentation.
- Written warning and/or detention.
- Contact with the parents.
- Parent conference.
- Suspension from iPad use for a period of time determined by administration.
- Expulsion
- Attend Stop-It program
- In School Suspension.
- Out of school suspension
- Notification of outside agency and/or law enforcement with filing of charges where appropriate.
- Permanent loss of iPad.