



*Every child achieves academic excellence.  
Every child becomes emotionally and physically  
stronger. Every child discovers and grows their talents.*

## **Hillview 1:1 iPad Program Student Acceptable Use Policy (AUP)**

The Hillview iPad Program makes use of mobile learning devices and cloud computing to enhance the learning and teaching experience. Students will be issued iPads with predetermined applications installed, in accordance with the guidelines described below.

The iPads issued under this program are to be utilized to support student learning. All students are expected to show good judgment and responsibility for use of the device. When a student violates the use agreement of the district-issued iPad, the school will respond in the manner described below.

All students assigned a district iPad and their parents are required to review and sign this document, returning only the signature page to the E Komo Mai Luau on Monday, Aug. 21, 2017. Use of these tools and resources is a privilege that carries responsibilities and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the *District Technology Acceptable Use Agreement* (AR 6163.4) and the *Hillview Parent/Student Handbook*. The District (MPCSD) retains sole right of possession to the iPad and related equipment/accessories.

### **Additional Program Guidelines**

iPad devices and accessories loaned to students are the property of the Menlo Park City School District. It is the student's responsibility to care for the device and the accessories, and to use good judgment when using the iPad at school and at home. The iPad must be accessible at school each and every day.

### **iPad Care**

1. Students are responsible for returning their iPad, case and all accessories, undamaged and in good working condition, to the school at the end of each school year. Students who terminate enrollment at Hillview School for any other reason must return their individual school iPad and related accessories on or before their exit.
2. During school hours, any damage to an iPad must be reported to the teacher immediately; damage or theft occurring after school hours or at home must be reported using the "iPad Tech Request" immediately. If filing for insurance, a paper copy of the form is required and available in the front office.
3. Students should only use a clean, soft cloth to clean the screen; do not use cleansers of any type.
4. Cables must be inserted carefully into the iPad to prevent damage.
5. iPads must remain free of permanent writing, etching, drawing, stickers, or vandalism of any sort.
6. Students are required to use the MPCSD issued case. *\*Students may request the MPCSD case be replaced by a personal case, however it must be approved by the Hillview Associate Principal and case must be installed by MPCSD IT Department staff member.*
7. Students are responsible for keeping their iPad's battery charged for school each day.

### **iPad Security and Safety**

1. Students must use their assigned passcode on their iPad, and iPads may not be loaned to others.
2. Students may not access another student's account, add, delete, or edit apps or documents on anyone else's iPad.
3. iPads must never be left in an unlocked PE locker, unlocked vehicle, or any unsupervised area.
4. iPads issued to students are subject to unannounced "spot checks" (i.e., "surprise" turn-ins).
5. Students must include their name and picture on their lock-screen so the iPad can easily be returned to the user.
6. When in use during class, the iPad must always be on a desk, unless the teacher advises otherwise.
7. Considering many iPads break while the iPad is not in use, iPads should be stored in a padded compartment in backpacks when not in use. In transporting the iPad, students should hold it securely with two hands to prevent drops.

8. Students must keep their AirDrop off unless otherwise instructed by a teacher, or unless it is necessary to share a document with a classmate. After using AirDrop, students must again return it to the *Off* position.

### **iPad Use** (except where specifically noted, *use at home is the same* as use at school)

**These guidelines are not exhaustive, and school or district personnel may change them based on observed needs. Any changes or additions will be clearly communicated to students and families.**

1. In class, iPads may only be used when the teacher advises students to do so, and at home, only when parents agree.
2. Students must use the iPad in accordance with Hillview's Academic Integrity policies at all times.
3. When using the iPad, students will be on topic at all times.
4. Teachers may require students to use photography and videography with the iPad camera for school purposes. For privacy purposes, photos or videos of other students are only allowed with permission of the subject.
5. Students will not sync the MPCSD iPad with any non-MPCSD computer, nor download any personal apps to the iPad.
6. Students will not modify pre-configured MPCSD settings and restrictions, unless specifically instructed or given permission by a teacher, administrator, or the school district.
7. Students are allowed to connect to wireless networks at home from their iPads. Printing at home, if desired, will require an AirPrint-capable printer that does not need any modifications to iPad settings.
8. Students will not access, post, submit, publish, display, or transmit inappropriate material that is threatening, obscene, disruptive, sexually explicit, or that could be considered as harassment or belittling of others.
9. Students will not clear their Internet browsing history at any time or enable the "Private/Incognito" function of the web browser.<sup>1</sup> If a student accidentally accesses inappropriate content, he/she should contact an adult immediately.
10. Students must keep a 3 GB "buffer" to allow school and district staff the ability to periodically update software on the iPad. Students can upload content to their MPCSD Google Drive account to conserve space on the iPad.

### **Student Discipline**

Any misuse/inappropriate use of the iPad – **including downloading apps not approved by the school** - will result in a response from the school. Response to misuse is generally progressive in nature, but may include consequences deemed appropriate by Hillview staff.

- 1st offense, a "Moving Violation" (in the spirit of our Digital Driver's License) is logged, and the student is reminded of proper use.
- 2nd offense, the student is issued a Driving School Lesson (low level consequence) which will remind students of iPad expectations.
- 3rd offense results in a second Driving School, and a call home to the parent(s), detailing the incident and previous moving violations. The Driving School will also include a Reflection session with Ms. Staff.
- 4th offense earns the student "Yellow Light Status," which means the iPad may not be taken home for an amount of time to be determined by administration. Parents and teachers will be notified of device suspension and timeline for restorative practices to be implemented
- 5th offense will earn the student "Red Light Status" (no iPad use at all for an amount of time to be determined by administration).<sup>2</sup>

### **Lost or Damaged iPads**

Your liability for stolen or damaged iPads or peripherals will depend on whether you choose to acquire private insurance through the District.

- If you **do not choose** to purchase the private insurance, pursuant to California Education Code section 48904, the parents or guardians of the students may be responsible for replacement costs in the amount of **\$600**. If repair is possible at a cost lower than full replacement, that amount will be charged instead. Lost peripherals (cables, chargers, keyboards, or cases) will be charged at their replacement cost. *About 15% breakage from accidents occur schoolwide.*
- If you **do choose** to purchase the private insurance, theft or damage to the iPad - including accidental damage, drops, cracked screens, liquid spills, theft, fire/flood damage, vandalism, and natural disasters - will be covered by the insurance rather than by the student's parents or guardians. **Accessories (charging blocks, cables, keyboards, and cases) are not covered by this insurance**, so parents/guardians may be charged for these at their replacement cost pursuant to California Education Code section 48904. The cost of these items may differ based on grade level and depreciation of the items, but could total up to \$150.

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<sup>1</sup>For parent information, MPCSD *does* provide filtering of inappropriate content both on and off campus. Please be advised that no filtering system is 100% foolproof, and parents therefore bear responsibility for monitoring and guiding their student in accessing information, just as they would with home Internet, telephones, movies, radio, and other media. If you have questions about how to monitor student devices, contact Joan von der Linden at [jvonderlinden@mpcsd.org](mailto:jvonderlinden@mpcsd.org).

<sup>2</sup> If a student loses iPad privileges, he or she will be given other avenues to complete his or her schoolwork. Parents will partner with administration on decisions made around returning device to student.

## Hillview 1:1 iPad Program Signature Page

I, \_\_\_\_\_ (print student name), have discussed the above guidelines with my parent(s)/guardian(s). I understand that the iPad issued to me by Menlo Park City School District is a tool to be used in support of my learning, and that I must show good judgment and responsibility in the use of the iPad.

I have read and agree to the guidelines describing the proper **care, safety and security**, and **use** of the iPad. Furthermore, I understand that if I do not follow these guidelines, I am subject to the consequences described above, including the possible loss of the privilege of using my school-issued iPad.

I also have read MPCSD's Google Apps for Education Notification, and by signing below, my parents consent for me to be issued a Google Apps for Education Account to enhance my learning experience. MPCSD will provide personal identifying information to Google, consisting of first name, last name, email address, and username, for the purpose of establishing this account, and MPCSD will provide this same information to the operators of any additional web-based educational programs and services which MPCSD may add during the upcoming academic year. I understand that MPCSD will do everything it can to keep me safe, and that my parents will partner with and work together with the district to appropriately monitor and guide me.

If there is a problem with the iPad's functionality (something doesn't work), I will first seek help from a peer, then from a teacher. If that doesn't work, I will bring my iPad to the office and complete an "**iPad Tech Request**." If my iPad or any of its accessories are damaged, stolen, or lost, I understand that I will need to bring my iPad and/or accessory(-ies) to the Hillview office and complete an "**iPad Tech Request**." On any iPad Tech Request, I will give truthful and detailed information about my issue so that it can be resolved as quickly as possible. I am aware that a copy of this form will be sent to my parent(s)/guardian(s).

Regarding insurance, check **ONE** of the following boxes:

- We will purchase private insurance for our student's MPCSD-issued iPad. (To purchase the insurance, go to the district website at <http://district.mpcsd.org>, then to the "Parents/Community" tab near the upper right, and drop down to the "iPad Insurance" section.) We understand that this insurance policy does not cover accessories and peripherals.
- We elect not to purchase private insurance for our student's MPCSD-issued iPad. We understand that the iPad and its peripherals are property belonging to MPCSD and are loaned to our student, and that if the property is not returned in good condition, we as parents may be responsible for the cost of the repair or replacement to the fullest extent provided by California Education Code, section 48904.

Please note: A family's decision not to purchase insurance for the iPad and accessories will have NO EFFECT on a child's ability to participate in the program. However, families are free to decide to have the insurance company bear the risk of loss or damage.

***Signing of this page indicates agreement with all of the above.***

Student Signature

Date

Parent/Guardian Signature

Date