



## ***Technology Office***

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*A community of educators, scholars, parents and staff working together  
to inspire, serve, challenge and enrich all students.*

### **The 21<sup>st</sup> Century 2.0 Classroom Project Agreement**

The 21st Century 2.0 Project makes use of mobile learning devices in the classroom to engage teachers and students at Hillview School in exploring the instructional use of the iPad in a 1:1 learning environment. Students will be issued iPads with predetermined applications installed.

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. Any iPad assigned under this program, that is used in violation of these guidelines will be confiscated. A meeting to discuss appropriate use will be conducted.

All students assigned a district iPad and their parents will be required to review and sign this document in addition to the MPCSD Technology Acceptable Use Policy. 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 *Parent/Student Handbook*. The District (MPCSD) retains sole right of possession to the iPad and related equipment/accessories. The iPad will be issued to students according to these guidelines.

#### **Additional Program Guidelines:**

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

#### **iPad Care**

1. All students are responsible for iPad check-in/check-out procedures.
2. Students are responsible for returning their iPad and all accessories, undamaged and in good working condition, to their teacher at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at Hillview School for any other reason must return their individual school iPad on or before their exit from Hillview School.
3. During class time, any damage to an iPad needs to be reported to the teacher immediately; damage or theft occurring after school hours or at home must be reported to the homeroom teacher the following school day.
4. Students should only use a clean, soft cloth to clean the screen; do not use cleansers of any type.
5. Cables must be inserted carefully into the iPad to prevent damage.

6. iPads must remain free of any permanent writing, etching, drawing, stickers or vandalism of any sort.
7. Students are responsible for keeping their iPad's battery charged for school each day.

### **iPad Security and Safety**

1. The iPad is the student's responsibility and should not be loaned to others. Students may not make changes, submit or look at other students' assignments, add, delete or edit any apps or documents on anyone else's iPad.
2. iPads must never be left in an unlocked locker, unlocked car or any unsupervised area.
3. iPads issued to students are subject to unannounced spot checks; students may be asked to turn them in at any time.
4. Students must use their assigned passkey on their iPad.
5. Students must have a current, recognizable picture, along with their name, as their wallpaper.
6. When not in use, iPads should be stored in backpacks.

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

1. During class, iPads should only be used when the teacher advises students to do so.
2. Students must only use the iPad for academic purposes and homework.
3. Students will not sync the MPCSD iPad with any non-MPCSD computer, nor download any apps to the iPad.
4. When using the iPad, students must be on-topic at all times (playing games, chatting, emailing, or surfing the web during a lesson or project is not appropriate).
5. When in use during class, the iPad must always be on a desk, unless the teacher advises otherwise.
6. Students are allowed to connect to wireless networks at home from their iPads. Printing at home will require a wireless printer, proper settings on the iPad and the correct app.
7. Students will not clear their Internet browsing history at any time.

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

### **Student Discipline**

Any misuse/inappropriate use of the iPad will result in any one of the following consequences at the teacher and/or school/district administrator's discretion:

- Pink slip
- Campus duty
- Detention
- Loss of iPad privileges

## **Lost or Damaged iPads**

Families have two options for handling lost or damaged iPads.

### **Option 1: Family Responsibility**

Similar to the use of textbooks and/or musical instruments, families assume responsibility for any district owned equipment/materials issued to students. This policy is pursuant to **CA ED CODE 48904** (see below). If an iPad is lost or damaged, it is the family's financial responsibility to replace the iPad at a price of \$439. If an iPad is damaged, MPCSD will work with the family and Apple, to determine the cost of the repair. Students will be held responsible for ALL damage to their iPads including, but not limited to: broken screens, cracked plastic pieces, damaged or lost cables/connectors, inoperability, etc. Should the cost of repair exceed the cost of purchasing a new device, the student will pay for full replacement value of \$439. Lost items such as cases and cables will be charged the actual replacement cost. If a family is unable to cover the cost of the repair or replacement, a work program may be developed.

### **Option 2: iPad Insurance**

We have contracted with the Worth Ave. Group for iPad Insurance. The cost of this insurance for the school year is \$46 per iPad with a \$0 deductible. This covers accidental damage, including drops/cracked screens, liquid spills, theft, fire/flood damage, vandalism, and natural disasters. The coverage is for the replacement or repair cost of the iPad. This policy also provides replacement cost coverage and protection worldwide (on and off school grounds). Because accessories are not covered by the insurance policy, lost or damaged items such as cases and cables will be charged the actual replacement cost.

#### **California Education Code Section 48904**

(a) (1) ... The parent or guardian of a minor shall be liable to a school district or private school for all property belonging to the school district or private school loaned to the minor and not returned upon demand of an employee of the district... (b) (1) Any school district ... whose real or personal property has been willfully cut, defaced, or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon demand of an employee of the district or private school authorized to make the demand may, after affording the pupil his or her due process rights, withhold the grades, diploma, and transcripts of the pupil responsible for the damage until the pupil or the pupil's parent or guardian has paid for the damages thereto, as provided in subdivision (a). (2) The school district ... shall notify the parent or guardian of the pupil in writing of the pupil's alleged misconduct before withholding the pupil's grades, diploma, or transcripts pursuant to this subdivision. When the minor and parent are unable to pay for the damages, or to return the property, the school district or private school shall provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Upon completion of the voluntary work, the grades, diploma, and transcripts of the pupil shall be released.