



# DA VINCI TREE ACADEMY

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**iPad/Technology Policies and Procedures**

2020-2021

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# Da Vinci Tree Academy

## iPad Policies and Procedures

2018-2019

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# OVERVIEW

The focus of the iPad program at Da Vinci Tree Academy is to provide tools and resources to 21st century students. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from continuous dynamic interaction among students, educators, parents and their extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of iPad resources. If a person violates any of the terms and conditions named in this policy, privileges may be terminated, access to the school technology resources may be denied, and the appropriate disciplinary action shall be applied.

The policies, procedures and information within this document apply to all iPads used at Da Vinci Tree Academy, including any other device considered by the administration to come under this policy. Teachers may set additional requirements for use in their classroom.

# Acceptable Use of the iPad

Any student who does not adhere to the guidelines outlined in this document will be subject to the discipline terms adopted by The Student Council and the Administration. Inappropriate use of an iPad in school will result in the following actions:

1. First Offense - Loss of use for 1 day
2. Second Offense - Loss of use for 1 week and a meeting with school administration.
3. Third Offense - Loss of use as deemed appropriate by school administration and the student's iPad will be managed by the IT department.

## Receiving An iPad

iPads will be distributed to students each year using specific procedures determined by the school. Parents and students must sign and return the Acceptable Use Policy and the iPad Student Pledge document before the iPad can be issued to their child. Students will be issued a Da Vinci Tree Academy Apple School account. iPads can only be synced with this account. In the younger grades, iPads may be stored at the school and distributed to students only while doing certain activities. In the older grades, students will be issued iPads with the intention of them being taken home for homework and they must be responsible for them.

Periodically, students will be required to submit their iPads for check-in. These check-ins are an opportunity for the school to ensure that the devices are functioning correctly and are being appropriately maintained. All efforts will be made to ensure that check-ins will not interfere with the student's use of the iPad for learning.

Students who graduate early, withdraw, are expelled, or terminate enrollment in Da Vinci Tree Academy for any other reason must return their individual school provided iPad on the date of termination. If a student fails to return the iPad within seven calendar days upon termination of enrollment in Da Vinci Tree Academy, a report will be filed with local law enforcement. The student must also pay the replacement cost of the iPad.

Furthermore, the student will be responsible for any damage to the iPad, consistent with Da Vinci Tree Academy's iPad Policy and must return the iPad and accessories to the school in satisfactory condition. The parents/guardians of the student will be charged a fee for any needed repairs not covered by AppleCare or the supplemental insurance plan, not to exceed the replacement cost of the iPad.

# **Repairing or Replacing the iPad**

## **iPad Protection Plan and AppleCare**

The Da Vinci Tree Academy Protection Plan is available for students and parents to cover iPad repairs or replacement in the event of theft, accidental damage, or maintenance. All iPads will be covered by Apple's limited warranty for Technical Support and repairs due to hardware failure. Insurance coverage through Worth Ave Group will be purchased as an extended warranty to supplement AppleCare for all student-issued iPads. The cost will be covered by an optional, non-refundable \$50 annual fee from each student. Payment should be made in full to Da Vinci Tree Academy. For those families claiming financial hardship, a payment plan will be considered on a case by case basis. This extended warranty is necessary due to limited, but necessary coverage by AppleCare.

Purchasing of this extended warranty by Da Vinci Tree Academy employees will be considered optional, but is highly recommended. The cost of the extended warranty will be the same as for the students, \$50 per year. In the event that staff members do not purchase the extended warranty, the individual/staff member will be responsible for any costs incurred to repair and/or replace their iPads whether accidental or not.

All protection plan claims for accidental damage and maintenance must be reported and filed with the school office. Depending on the damage and whether or not the damage was accidental or due to a malfunction or a maintenance issue, the School Protection Plan will be used to cover the cost of repairs. In the case of intentional damage and/or neglect, should the cost to repair exceed the cost of purchasing a new device, the student will pay the full replacement value. The School Protection Plan does not cover any loss of iPads, covers, or cables. Lost items will be charged the actual replacement cost.

## **Stolen Devices**

Any theft of an iPad must be reported to the Main Office immediately. The school will file a report with local law enforcement.

# **iPad Care and Protective Cases**

Students are responsible for the general care and maintenance of the iPad that they have been issued by the school. iPads that are broken or fail to work properly must be taken to the school Office for an evaluation of the equipment. The iPad is school property and all users will follow this policy and the Da Vinci Tree Academy Acceptable Use Policy. All iPads will be distributed with a protective case to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. iPads should always be within the protective case.

## **General Treatment Guidelines**

- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything magnetic on or near 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.
- Avoid knocking the iPad against hard surfaces.
- Do not leave the iPad in a location where it is extremely hot or extremely cold.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must never be left in an unlocked locker, unlocked car or any unsupervised area
- Students are responsible for keeping their iPad's battery charged for school each day if the iPad is not returned to the appropriate Da Vinci Tree charging dock.
- iPad covers must remain free of any writing, drawing, stickers, or labels that are not sanctioned by Da Vinci Tree Academy. If students personalize their iPads cases they must not take off any school labels. No labels or stickers may be applied to the iPad itself.
- iPads that malfunction or are damaged must be reported to the school's Office. The school will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse or neglect will be repaired with cost being borne by the parent/guardians of the student.
- iPads that are lost or stolen must be reported immediately to the school office.
- Stolen iPads will be reported to local law enforcement.

## **Using the iPad at School**

Da Vinci Tree Academy's uses Google Applications and Apple's iWork Suite in addition to several other tools to allow students and staff easy access to school-related information through the cloud storage. Therefore, iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad.

Students must bring their iPad to all classes, unless specifically instructed not to do so by their teacher. In the younger grades, iPads may be stored at the school and distributed to students only while doing certain activities. In the older grades, students will be issued iPads and must be responsible for them.

If a student leaves his/her iPad at home, he/she is responsible for getting the course work completed as if he/she had his/her iPad present. If a student repeatedly (3 or more times as determined by any staff member) leaves the iPad at home, he/she will be required to checkout the iPad from the Office front desk each morning for 3 weeks.

In this way, we hope to build the habits necessary to ensure all students are prepared each day.

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. In cases where use of the iPad has caused batteries to become discharged during the school day, students will be able to connect their iPads to a DaVTA charging station in designated locations only. Secured DaVTA charging stations will be made available to students who do not want/need to take their iPads home at night.

iPads that have cracked screens or other damage must be returned to the Office to be sent out for repair. The length of time that an iPad is out for repair varies depending on the type of damage and shipping schedules. Loaner iPads are not available.

## **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/hate related symbols or pictures will result in disciplinary actions.
- Passwords may be used for individual security purposes.

## **Sound, Music, Photos, Games, or Programs**

- Games are not allowed during school hours at any time, including lunch and study halls.
- Sound must be muted at all times unless permission is obtained from the classroom teacher.
- Appropriate educational videos may be loaded onto the iPad, but should be deleted when no longer needed.
- Music is allowed on the iPad and can be used at the discretion of the teacher.
- Photo/image storage on the iPad will be for school projects only. Storage of student personal photos or downloaded images is not permitted.
- All software provided by the school must be loaded and available on the iPads at all times.
- Data Storage will be through Google Applications and Apple's iCloud.

## **Printing**

Printing will not be available with the iPad unless otherwise stated by teachers. Students may use their classroom computers and printers for assignments that require printing.

## **Networking**

For purposes of security and network manageability, the iPads are equipped with WiFi networking capabilities only and will access Da Vinci Tree Academy's network via a managed WiFi connection. There will be no access to cellular networks provided.

Students will be allowed to connect to wireless networks on their iPads. This will assist them with iPad use while at home. However, students must ensure that they do not adjust settings in such a way as to interfere with WiFi network use at school.

## **Managing Files and Saving Work**

It is strongly recommended that students use Google Applications or Apple's iCloud for document storage and other cloud technologies for storage where appropriate. Since the iPads will not be backed up by the school, proper document management is important. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work. In certain circumstances, students may also save work to the Files Application on the iPad. However, the amount of storage space on each device is limited. While DaVTA's networks are available on a 24 hour basis, there is no guarantee of 100% uptime. In rare cases where the network may be unavailable, Da Vinci Tree Academy will not be responsible for lost or missing data.



## **Software on iPads**

All required instructional and productivity apps, as well as textbook apps and online textbooks will be provided by Da Vinci Tree Academy. The software selected and purchased by the school must be installed and remain on the iPad in usable condition and be easily accessible at all times. Specialized software will be loaded on all iPads to manage the loading of software. Each student is required to have a school issued AppleID account to access and load apps. In some instances, older students will be given a license key and will be instructed on how to load the required applications. Otherwise, students will have Apps pre-loaded on their iPads and simply need to not delete them.

Students may be required to check in their iPads for periodic updates and inspection. Students may be selected at random to provide their iPad for inspection. Failure to comply will result in a punishment up to and including suspension from school and a 3 week check-in of the student's iPad. If technical difficulties occur or inappropriate software/apps are discovered, the iPad will be restored from a backup determined by the administration. The school does not accept responsibility for the loss of any software or documents deleted due to a reformatting and restoration.

## **Summer Use of iPads**

All students will check-in their iPads for maintenance and updates during the final weeks of school. The specific date for returning iPads will be announced each year. Students who do not return their iPad on the specified date will not graduate until it is returned or the replacement cost is paid. If requested by their instructor, students may check-out their iPads for summer work if their iPad insurance is paid in full. All required forms must be complete and on file with the Office before an iPad can be checked out.

## **Acceptable Use of Technology**

The use of Da Vinci Tree Academy technology resources is a privilege, not a right; as such, it is expected that all students will be respectful of the technology at all times. It is our expectations that all students will be good "digital citizens" when using the iPads and all other technology resources throughout the school. All students are required to sign the Acceptable Use Policy and the Student iPad Pledge, as approved by Da Vinci Tree Academy, and participate in Digital Citizenship assignments prior to receiving an iPad for use.

If a student violates any of the terms and conditions named in this policy, privileges may be terminated, access to the school technology resources may be denied, and the appropriate disciplinary action shall be applied. Da Vinci Tree Academy's 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**

Parents/guardians should talk to their children about the values and standards that their children should follow on the use of devices with internet access.

Should you want your student to opt out of having an iPad, you will need to sign a letter indicating this, stating the reason(s) why, and understand that your student is still responsible for meeting the course requirements.

Parents who wish to allow their student to purchase applications, music, or games on their iPad may do so. It is understood that all purchases made by a student with a parent approved credit card are the sole responsibility of the parent. Inappropriate materials or applications purchased or downloaded on the school iPads will be removed during check-ins.

## **School Responsibilities**

- Provide Internet and e-mail access to its students.
- Provide Internet filtering of inappropriate materials as required by state and federal law.
- Instruct the students in Digital Citizenship.
- Much like school lockers, iPads are school property. As such, Da Vinci Tree Academy reserves the right to review, monitor, and restrict information stored on or transmitted by the devices.
- Additionally, iPads may be confiscated at any time to investigate inappropriate use of school technology resources.

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

## **Student Responsibilities**

- Using computers/devices in a responsible and ethical manner as good digital citizens.
- Obeying general school rules concerning behavior and communication, online and otherwise.
- Using all technology resources in an appropriate manner so as to not damage school equipment.
- Helping the school district protect our computer systems and devices by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Informing the school staff of the inappropriate use of technology, including inappropriate emails. Students should submit any offensive/inappropriate information to an administrator.
- Checking-in their iPads immediately upon request from the school.

## **Prohibited Activities**

- Jail-breaking a school iPad
- Changing preset iPad and network settings
- Using another student's iPad without permission or in a way that is unethical
- Illegal installation or transmission of copyrighted materials
- Any action that violates existing school 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
- 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
- Students are not allowed to give out personal information, for any reason, over the Internet.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- 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 school Internet web filter through a web proxy
- Spamming (sending mass or inappropriate e-mails)

## **Legal Propriety**

Students will comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

Plagiarism is a violation of the Student 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 appropriate discipline by the school. Violation of applicable local, state or federal law, or school policy will result in criminal prosecution or disciplinary action by the District.

Theft of another student's iPad by a student will be prosecuted to the fullest extent of the law.

## **Student Discipline**

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps:

1st Offense: Student will lose the use of their iPad for 1 day.

2nd Offense: Student will lose the use of their iPad for 1 week, will meet with an administrator.

3rd Offense: Student will lose the use of their iPad for a length of time determined by the Administration and upon return of privilege, their iPad will be managed by the technology staff.

Any student found to have stolen another student's iPad will be required to replace the stolen iPad and be restricted to using the check-in/check-out system for their own iPad, among other disciplinary actions deemed appropriate by school administration. In some instances, cases will be referred to local law enforcement.

## **Protecting and Storing the iPad**

All iPads must be password protected at all times. Each student will choose a four-digit password. Students are prohibited from sharing this password with anyone else except their parents/guardians. Sharing an iPad password will result in the check-in/check-out procedure for the remainder of the school year. Da Vinci Tree Academy reserves the right to reset iPad passwords at any time.

Student and staff iPads will be inventoried and labeled by the school. Labels and identifying marks should not be removed. iPads can be identified in the following ways:

- Record of serial number
- School Label
- Internal MAC address

When students are not using their iPads at school, they should be stored in their secured charging docks. When stored in the secured charging docks, nothing should be placed on top of the iPad. iPads should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store his/her iPad, he/she may check it in for storage with their teacher in their classroom's secured charging docks.

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer labs, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any iPad left in common areas is in danger of being stolen.

If an iPad is found in an unsupervised area, it will be taken to the Principal or the Main Office. The first time this occurs, the iPad will be returned to the student upon his/her request. Should this occur more than once, students may lose iPad privileges for a length of time determined by the Administration.

## Da Vinci Tree Academy Student Pledge for iPad Use

- I will use my iPad in ways that are appropriate, meet Da Vinci Tree Academy expectations and are educational.
- I will use appropriate language when using e-mail, journals, wikis, blogs, or any other forms of communication. I will not create, or encourage others to create discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in any activity that is harmful to other persons.
- I will never leave the iPad unattended and I will know where it is at all times.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of Da Vinci Tree Academy.
- I will follow the policies outlined in the iPad Acceptable Use Policy and the iPad Student Pledge.
- I will protect my iPad by only carrying it while in the case provided.
- I will never loan out my iPad or give my password to other individuals.
- I will not let anyone else use my iPad other than my parents or guardians.
- I will charge my iPad's battery daily and arrive at school with my device charged.
- I will not play games on my iPad during school.
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- I will clean the screen with a soft, antistatic cloth and water or technology cleaner.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will not remove or deface the serial number or other identification on any iPad.
- I will notify the Technology Office immediately in case of theft, loss, vandalism, or damage to my iPad.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the iPad, case and power cords in good working condition.
- I understand that if my iPad is broken, lost, or stolen, I owe the school \$250.
- I understand that if my iPad case is broken, lost, or stolen, I owe the school \$40.

***I agree to the stipulations set forth in the above documents including the Da Vinci Tree Academy iPad Policy, Da Vinci Tree Academy Acceptable Use Policy, The iPad Protection Plan and the Student Pledge for iPad Use.***

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

*Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment in Da Vinci Tree Academy for any other reason must return their school issued iPad within seven calendar days of the date of termination.*