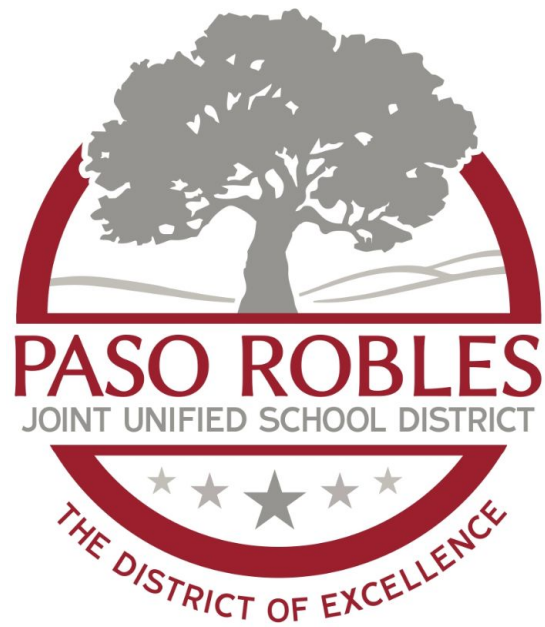


PRJUSD
iPad Handbook
2020-21



1. OVERVIEW

For the 2020-21 school year, all students grades PK-1 will be issued iPads for use as part of their educational curriculum. It is the Paso Robles Joint Unified School District's belief that the iPads will help students develop skills that are critical in our 21st century work world. These 21st century skills include:

- Critical and creative thinking
- Problem solving skills
- Information and computer skills
- Interpersonal and self-direction skills
- Technology and Information Literacy

iPads will allow students to direct their own learning and have a greater reliance on active learning strategies. Students will be able to transfer knowledge across disciplines. The increased access to technology will enhance instruction and provide more achievement opportunities for our students while developing our students to be most competitive in our ever-changing world.

During distance learning, the iPad will stay home with the student. ***Take care of your device!*** During hybrid or in-person learning, students will be responsible for bringing the device to school with them where it will be stored and used daily. Students will be expected to care for their device while they are using it at school.

2. RECEIVING YOUR iPad

iPads and charging cords will be issued through the school site library. **Each year parents and students must sign and return the last page of the Student Acceptable Use Policy and Insurance Agreement before the device will be issued to the student, even if you are NOT purchasing insurance.** The iPad Protection Plan outlines options for families to protect the device investment for the school district. Please review the protection plan included in this handbook. Replacement charging cords are \$25.00.

2.1 iPad Check-In

iPads and accessories will be returned during final checkout during the last week of school. Students who leave early, withdraw, are suspended or expelled, or terminate enrollment for any other reason must return their school iPad and accessories to their site library on the date of termination.

If a student fails to return the iPad during the last week of school or upon termination of enrollment, the parent will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the device, or, if applicable, any insurance deductible. Failure to return the device will result in a theft report being filed with the Paso Robles Police Department.

Furthermore, the parent will be responsible for any damage to the iPad, consistent with PRJUSD's iPad Protection Plan and must return the device and accessories to the school in satisfactory condition. The parent may be charged a fee for any needed repairs not to exceed the replacement cost of the device.

2.2 Check-In Fines

If your iPad and/or charger have been damaged or defaced, you will be fined respectively for the damage.

If a student iPad is not returned during the year-end check-in or upon transferring out of the district, the administration will be in charge of seeing the equipment is returned in a timely manner. If the administration is not successful, this matter will be turned over to the local law enforcement.

3. 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 checked in with the library technician.

3.1 General Precautions

- No food or drink is allowed next to your iPad while it is in use, as per school policy.
- Cords, cables, and removable storage devices must be inserted carefully into the iPad .
- Students must transport their iPad with case on. Do not remove it from the case.
- To conserve battery life, please place your iPad to sleep if you are not using the device.
- **iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the Paso Robles Joint Unified School District.**
- PRJUSD and device labels must not be removed.
- iPads must never be left in a car or any unsupervised area.

3.2 Screen Care

The iPad screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the device.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in a carrying case that will press against the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not poke the screen

4. USING YOUR iPad AT SCHOOL

iPads are intended for school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed using the device.

4.1 iPad Undergoing Repair

Loaner iPads may be issued to students when they leave their device for repair in the library/help desk. There is a limited supply of loaner iPads.

4.2 Charging Your iPad's Battery

Students need to charge their device each evening. Because some of our curriculum is web-based, this is critical to ensure our students are able to access the lesson in class.

4.3 Screensavers/Wallpaper

- Only school appropriate media may be used as screensavers and wallpaper.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, or gang-related symbols or pictures will result in disciplinary actions including the loss of privilege to “check-out” an iPad from the school library.

4.4 Home Internet Access

- Students may connect to the internet at a location outside of the school but must understand that they are still using school equipment and all school rules and policies still apply. Content on district-issued devices is filtered and CIPA (Child Internet Protection Act) compliant but is not fool-proof, so parents should monitor their student when using an iPad.
- An at home internet connection is NOT required to complete the homework at your child’s school. A limited number of hotspots are available for those who qualify. See your school counselor or library technician.
- If you would like information about discounted internet rates for which you may be eligible, please check with the school library tech or Student Services.

5. ACCEPTABLE USE

5.1 General Guidelines

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Paso Robles Joint Unified School District.
- Students are responsible for their ethical and educational use of the technology resources of the Paso Robles Joint Unified School District.
- Access of the Paso Robles Joint Unified School District technology resources requires each employee, student and/or parent to follow the Student Acceptable Use Policy.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and is subject to disciplinary action.
- Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terrorist, abusive, sexually explicit, threatening, stalking, demeaning, or slanderous language will be subject to disciplinary action.

5.2 Privacy and Safety

- Do not go into chat rooms or send chain letters without permission from a teacher for academic purposes.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password, or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a web site that contains obscene, pornographic, or otherwise offensive material, notify a teacher, tech administrator, or school administrator immediately so that such sites can be blocked from further access. This is not merely a request; it is your responsibility.

5.3 Legal Propriety

- 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 PRJUSD Annual Parent and Student Rights Notification. 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.

5.4 E-mail

- Always use appropriate language.
- Do not transmit language/ material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- Students should maintain high integrity with regard to email content.
- No private chatting or emailing during class without the instructor's permission.
- PRJUSD e-mail is subject to inspection by the school and/or Technology Department

5.5 Consequences

The student in whose name a system account and/or iPad is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Student Acceptable Use Policy will result in disciplinary action.

Electronic mail, network usage, and all stored files **shall not be considered confidential** and may be monitored at any time by designated District staff to ensure appropriate use. PRJUSD cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

5.6 Student Responsibilities

- Students are responsible at all times for their iPad whether at home or at school.
- Students may only login under their assigned username.
- Students may not share their password with other students.
- Students may not remove PRJUSD or device labels from the device.
- Students may not loan iPad components to other students.
- ***Students are responsible for charging and maintaining battery units daily.***
- All use of the internet must comply with district guidelines. Log files are maintained on each computer with a detailed history of all sites accessed. These files may be reviewed periodically.

5.7 Parental Responsibilities

- Parents will be responsible for monitoring student's use of the iPad at home.
- Parents will be responsible for reviewing the Student Acceptable Use Policy.
- Parents are asked to monitor their student's activities on the internet on a regular basis.
- Parents are responsible for overseeing their child's use of the internet while at home.
- iPads are for the sole use of the student.

5.8 School/District Responsibilities

- Provide Educational Google Accounts and SeeSaw accounts
- Provide internet and email access to its students.
- Access logs and email will be treated similar to school lockers. PRJUSD reserves the right to review, monitor and restrict information stored on or transmitted via Paso Robles Joint Unified School District owned equipment and to investigate inappropriate use of resources.

- Provide internet blocking of inappropriate use of resources through use of a CIPA compliant filter.
- Provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

6. PROTECTING & STORING YOUR iPad

6.1 iPad Identification

Student devices will be labeled in the manner specified by the school. iPads can be identified in the following ways:

- Record of serial number and ID tag.
 - These tags and labels must stay on the device at all times.
- Individual user account name and password

6.2 Password Protection

Students are expected to password protect their Google account by keeping that password confidential. If a student fails to keep this confidentiality agreement and any part of this policy has not been followed, appropriate disciplinary steps will be followed.

6.3 Storing Your iPad

When students are not using the device, they should be securely stored. Nothing should be placed on top of the iPad when stored. Devices should ***not be stored in a student's' or parent's vehicles*** at school or at home.

What if I move over the school year? If you move to another city or school district, please return your device and charger to your school site at the Teacher Center located at 2900 Union Road, Paso Robles, phone 805-769-1100, or you will incur fines that will follow you to your next school district.

What if my iPad becomes damaged? Please return your damaged iPad and charger to your school library. You will be issued a new iPad and any fines will be assessed at that time.

7. iPad TECHNICAL SUPPORT

In conjunction with the school library technicians, the PRJUSD Technology Department coordinates the repair/work for iPads. Services provided include the following:

- Maintenance and replacement
- Password identification
- User account support
- Application and insurance information
- Loaner devices

The following phone numbers are maintained for technical support:

- 1-805-769-4602 (Spanish)
- 1-805-769-4603 (English)

8. INTENTIONAL iPad DAMAGE

8.1 Intentional Damage

Intentional damage is not covered under district insurance. Intentional damage to an iPad will result in a charge to the student for repair or replacement. Intentional damage can include, but is not limited to cracked screens from intentional misuse, damaged outer cases from intentional misuse, missing parts, or damaged charge cords.

8.2 Fine Matrix for Intentional Damage

Intentional Damage Type	Fine
Charge Cord (two pieces) - any damage or is missing	\$25
District and/or device labels defaced or removed and/or rubber pieces missing	\$15
Purposefully cracked screens	Price of replacement device

Any intentional damage not listed above will be evaluated by site administration and PRJUSD Technology Department before a fine is issued.

9. ACCIDENTAL iPad DAMAGE

9.1 School District Protection

School district protection is available for students and parents to cover iPad replacement in the event of theft, *accidental damage*, or fire. The protection cost is \$20.00 annually for each device with a maximum cost of \$50.00 per family. Please report all iPad problems to your school's library technician.

Students or parents may wish to carry their own personal insurance to protect the iPad in cases of theft, loss, accidental damage, or fire. Please consult with your insurance agent for details about your personal coverage of the iPad.

9.2 Claims

All insurance claims must be reported to the library technician. In the event the device is stolen, a police report must be filed and submitted with your claim.

Fraudulent reporting of theft or accidental damage will be turned over to the police and insurance company for investigation. A student making a false report will also be subject to disciplinary action. The District will work with the Paso Robles Police Department to alert pawnshops and police departments in the area to be aware of this District-owned equipment.

Failure to follow responsible use guidelines as set forth in this iPad Handbook can result in disciplinary consequences issued by the student's school site administration.

iPad PROTECTION

The Paso Robles Joint Unified School District recognizes that with the implementation of the iPad initiative, there is a need to protect the investment by both PRJUSD and the student/parent. The following outlines the areas of protection: warranty, *accidental* damage protection, and insurance. The term “iPad” refers to the machine itself, not the battery or any other component of the device.

INSURANCE FOR ACCIDENTAL DAMAGE, THEFT, OR FIRE: Following are the three options that are available for these types of losses and the student/parent must commit to one:

No Insurance You agree to pay for the replacement and repair of the iPad at a cost not to exceed the replacement cost of the iPad (estimated to be \$350) should the iPad be stolen or damaged.

Personal Insurance You will cover the iPad under your own insurance policy and in the case of accidental damage, theft, loss, or damage by fire, you agree to pay PRJUSD the amount received from your insurance company plus any additional amount needed to cover the iPad replacement (estimated to be \$350).

School District Protection You choose to pay PRJUSD an annual protection payment for coverage of accidental damage or theft to the iPad in the amount of \$20.00 or \$50.00 for family coverage when there are more than two children using iPads. The \$20.00 payment is non-refundable. Charge cords (\$25 replacement fee) are NOT covered by insurance. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.

CLAIM STRUCTURE:

Charge	Damage Incident #1 Deductible or Payment	Damage Incident #2 Deductible or Payment	Damage Incident #3 Deductible or Payment
Deductible with District insurance	\$50 (prorated for used devices)	\$75 (prorated for used devices)	\$100 (prorated for used devices)
Payment due without District insurance	\$350 (prorated for used devices)	\$350 (prorated for used devices)	\$350 (prorated for used devices)

PRJUSD is committed to equal opportunity for all individuals in its educational programs, activities, and employment. PRJUSD prohibits, in any District programs, activities, and practices, unlawful discrimination, harassment, intimidation and bullying based on perceived or actual race, color, ancestry, national origin, ethnic group identification, age, religion, pregnancy, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. To file a complaint, please contact the Chief Human Resources Officer at [805.769.1000](tel:805.769.1000) located at 800 Niblick Rd, Paso Robles Ca 93446.