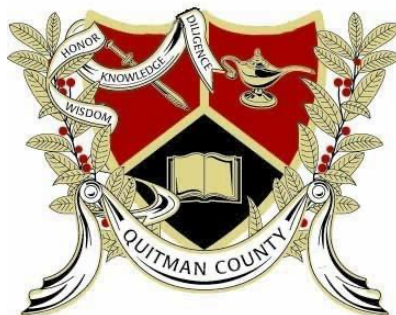




QUITMAN
COUNTY SCHOOL DISTRICT

IPAD/MACBOOK
STUDENT HANDBOOK



At Quitman County School District, we believe that iPad/MacBook/MacBooks will enable us to better provide all students with a technological tool that will enhance their learning and achievement. This tool will afford them greater opportunities to be productive students and citizens as they enter a global environment that will require greater technology skills, collaboration, and teamwork. All users of the iPad/MacBook will be required to review this document, as well as sign an agreement with the school to protect the hardware and software inherent with this technology.

The District is providing tools and resources to the 21st Century learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. The individual use of iPad/MacBooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

General Information:

Student use of the iPad/MacBook falls under the guidelines of the District's Acceptable Use Policy for technology. Access to the Internet is monitored through our school's content filtering software and all rules and expectations are applied to the use of the iPad/MacBook. All applications, activity and documents stored on the iPad/MacBook are the property of Quitman County School District and subject to regular review and monitoring.

Issued Equipment:

Students will be given an iPad/MacBook. The iPad/MacBook must be surrendered to QCSD in appropriate working condition immediately upon withdrawal or graduation or at the request of the Technology Coordinator, Building Principal or District Superintendent

District Responsibilities are to:

- Provide e-mail access while in your assigned building.
- Provide Internet filtering.
- Provide Students guidance to aid students in doing research and help assure student are in compliance with the acceptable use policy.
- Provide user accounts for free information storage in cloud-based (off site/online) applications.

Students will:

- Bring iPad/MacBook to school every day fully charged.
- Keep their iPad/MacBook with them or in a secured (**locked**) area at all times.
- Report loss or theft **immediately**.
- Remember that their iPad/MacBook is for educational purposes. Selected applications installed on any District iPad/MacBook **must** align with educational purposes.
- Follow the QCSD Acceptable Use Policy at **all** times.
- Use iPad/MacBooks in a **responsible and ethical manner**.
- Obey general school rules concerning behavior and communication that applies to iPad/MacBook/computer use
- Use all technology resources in an appropriate manner so as to not damage school equipment.
- Help Quitman County School District to protect computer system/device by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their devices and accounts.
- Secure their iPad/MacBook after they are done working to protect their work and information

Students should not:

- **Modify** the iPad/MacBook in any way other than instructed by the administrator or other school personnel.
- **Exchange** iPad/MacBooks with another student.
- Remove the iPad/MacBook from their presence.
- **Apply any permanent marks, decorations, or modifications to the iPad/MacBook.**

- **Allow others to use their iPad/MacBook.**

Failure to comply with these guidelines will be treated as failure to comply with the District's Acceptable Use Policy and will be dealt with as specified in the District's discipline code.

Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Inappropriately utilizing photos, video, and/or audio recordings of any person.
- Changing iPad/MacBook settings in an effort to circumvent the filtering system.
- Downloading inappropriate apps.
- Spamming-Sending inappropriate emails.
- Gaining access to others' accounts, files, and/or data.
- Vandalism to your iPad/MacBook or another's iPad/MacBook.
- Changing the operating system of the iPad/MacBook or "jailbreaking."

Using the iPad/MacBook:

Use of the iPad/MacBook will require a few necessary tasks to keep the device performing well.

- Clean the screen often with approved cleaning towels.
- Make sure hands are clean before using.
- Keep away from food and drink.
- Charge the iPad/MacBook only with an approved Apple charger and using a standard wall outlet for your power source. Do not attempt to charge the iPad/MacBook via computer connection.
- Document any software/hardware issues to the Technology Department as soon as possible.
- Keep the iPad/MacBook in a well-protected temperature controlled environment when not in use.
- Do not leave the iPad/MacBook in a vehicle or location that is not temperature controlled

Applications:

Quitman County School District has researched key applications, which will be preinstalled on each iPad/MacBook. Through the course of the initiative, additional applications may be reviewed and added to facilitate academic situations. Purchasing and installing these applications are the responsibility of the school. There will be a procedure reviewed in the classroom on how to recommend an application to be added by the district.

Adding Music, Applications and Books:

Each faculty/Students will need to have a school Apple ID. The Apple ID will be the conduit through which apps, music and most books are downloaded to the iPad/MacBook.

Saving Documents:

Saving documents with your iPad/MacBook is done using "cloud" document sharing capabilities. Please upload/save your documents in One Drive or icloud. Using these accounts, you can save and export your documents in a couple different formats for later use. This allows you to access your documents from other computers via the Internet. You can also share your documents with others in your class or department. Limited storage space will be available on the iPad/MacBook—It will be the user's responsibility to back up their data in the event an iPad/MacBook has to be re-imaged or restored to factory settings. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

Software upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPad/MacBooks for periodic updates and syncing. Operating systems with Apple devices change. Quitman County School District will notify Students on how to update apps, should updates be necessary.

Reporting Technical Issues & Damage:

Any errors or problems with the iPad/MacBook should be reported as soon as possible. This can be done by informing the Technology Coordinator about the issue so it can be addressed in a timely manner. Students must submit tech support ticket to request tech support in the use of their iPad/MacBook.

Any physical damage, intentional or not, to the iPad/MacBook will be reported to the Technology Coordinator or Principal immediately. Damage due to negligence will result in the Students member assuming the financial responsibility of replacement of the iPad/MacBook. Current replacement pricing from Apple iPad (\$479) and \$1049 for the MacBook Air/Pro. Contact the Technology Coordinator for any pricing updates.

ACCEPTABLE USE

The use of Quitman County School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Quitman County School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled at Quitman County School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. The Quitman County School District's Student Code of Conduct shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension and/or expulsion for Students. When applicable, law enforcement agencies may be involved.

PROTECTING & STORING YOUR IPAD/MACBOOK COMPUTER

IPad/MacBook Identification:

All iPad/MacBooks will be labeled in the manner specified by the district. iPad/MacBooks can be identified based on serial number, Asset Tag and Quitman County School District identification number. Removal of this identification could result in disciplinary action.

Storing Your iPad/MacBook:

When the iPad/MacBook is not in use, it **should be stored in a secure location**. Nothing should be placed on top of the iPad/MacBook. iPad/MacBooks should not be stored in a vehicle.

iPad/MacBooks Left in Unsupervised Areas:

Under no circumstances should iPad/MacBooks be left in unsupervised areas.

Unsupervised areas include the school grounds and campus, commons area, the lunchroom, library, unlocked classrooms and hallways. Any iPad/MacBook left in these areas is in danger of being stolen. If an iPad/MacBook is found in an unsupervised area, it will be taken to the office.

REPAIRING OR REPLACING YOUR iPad/MacBook/ COST OF REPAIRS

The Quitman County School District recognizes that with the implementation of the iPad/MacBook initiative there is a need to protect the investment by the District.

Therefore, we have set the following guidelines in place.

Accidental Damage

Students will be responsible for caring for their devices and will be expected to return them at the end of the year in good working condition if requested. If the iPad/MacBook is broken, cracked, or shattered, the students will be responsible for the charge that occurs from apple, while the device is under warranty. Other arrangements will be made if the device is damaged after the warranty has expired.

Loss of iPad/MacBook, Theft Away from School, Intentional damage

Students will be responsible for the **entire cost of replacement** of an iPad/MacBook if the device is damaged intentionally.

Warranty Repairs

Warranty repairs such as cracked screens and minor cosmetics will be a \$50 charge from Apple, payable by the student

Vandalism and Theft

In cases of theft, vandalism and other criminal acts, the Students member **MUST** file a police report with assistance from the district administration. Please know that if you take your device home and it is stolen, **you are responsible** for replacing the device.

Student Pledge for iPad/MacBook Use

1. I will take good care of my iPad/MacBook, protecting it from impact, extreme temperatures and contact with liquid.
2. I will keep food and beverages away from my iPad/MacBook since they may cause damage to the device.
3. I understand the value of my iPad/MacBook is approximately Apple iPad (\$479) and \$1049 for the MacBook and its design makes it inherently susceptible to theft when used in a school setting. To this end, I will secure my iPad/MacBook. If I cannot secure it in a locked location, I will keep it on me or ask another trusted individual to care for it in my absence.
4. I will not disassemble any part of my iPad/MacBook or attempt any repairs.
5. I will protect my iPad/MacBook by keeping it in a protective case.
6. I will use my iPad/MacBook in ways that are appropriate and meet Quitman County School's expectations.
7. I will not place decorations (such as stickers, markers, etc.) on the iPad/MacBook. I will not deface the serial number, School Barcode/asset tag.
8. I understand that my iPad/MacBook is subject to inspection at any time without notice and remains the property of the Quitman County School District.
9. I will follow the policies outlined in the *iPad/MacBook Students Handbook* and the *Appropriate use of Technology* while at school, as well as outside the school day if applicable.
10. I agree to return the district iPad/MacBook and power cords in good working condition.
11. I will not utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.

I agree to the stipulations set forth in the above documents including the iPad/MacBook Policy, Procedures, and Information; the Acceptable Use Policy; and the Student's Pledge for iPad/MacBook Use.

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

Individual school iPad/MacBooks and accessories must be returned to Quitman County School District of attendance whenever requested by technology department. Students that withdraw from QCSD must return their individual iPad/MacBook to the front office on the date of Students check-out.

QUITMAN COUNTY SCHOOL DISTRICT

STUDENTS iPad/MacBook Agreement Signature Page

I understand and will abide by the above iPad/MacBook agreement in conjunction with the Quitman County School District Acceptable Use Policy. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action. I understand that loss or theft of my assigned iPad/MacBook is my responsibility as well as any neglect toward the iPad/MacBook.

User's Full Name: _____

User Signature: _____

iPad Serial # _____

Barcode # _____

Case Color issued: _____

MacBook Serial # (if applicable) _____

MacBook Barcode # _____

Case Color issued: _____

Date: _____