Norfolk Junior High School


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At Norfolk Junior High School we are working diligently to improve the quality and access of technology tools and resources for our students. Essential to this effort is a strong partnership with our school board and various community agencies to rethink and transform teaching and learning. We are making an investment in our infrastructure, our equipment, and our delivery of services to better serve our staff, student, and parent populations.

Norfolk Junior High School is expanding educational opportunities for teachers and students that will help ensure equitable access to instructional tools and resources in school and at home. It is our hope that students will develop and implement 21st Century skills (like critical thinking, information literacy, and problem solving) through the use of iPads, content-focused curriculum and collaborative technology tools. Additionally, our staff is committed to helping our students develop and maintain a positive “digital footprint” and build responsible digital citizens.

The policies, procedures and information within this document apply to all iPads used at Norfolk Junior High School, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements at their discretion for use in their classroom.

“Maximizing Student Potential and Transforming Teaching and Learning”

1.1 Receiving Your iPad:
- iPads will be distributed each fall. Parents and students must sign and return all required documents before the iPad will be issued.

1.2 iPad Check-in:
- iPads will be checked in prior to the end of the school year. If a student transfers out of Norfolk Junior High School during the school year, the iPad must be returned before checking out. Records will not be forwarded to other schools until the IPad has been returned and checked for damage by our media center staff.
1.3 Fees for Missing or Damaged iPad:

- Individual school iPads and accessories must be returned to Norfolk Junior High School at the end of each school year. Students who withdraw or are suspended or expelled, or otherwise terminate their enrollment at NJHS for any other reason must return their individual school iPad on the date of termination.
- If a student fails to return the iPad and all of the accessories (cases, cords, etc.) at the end of the school year or upon termination of enrollment at Norfolk Junior High, the family is subject to financial liability until the iPad is returned or the associated fees are received in full.
- Failure to return the iPad within 5 working days after un-enrollment from Norfolk Junior High School will result in a theft report being filed with the Norfolk Police Department. Furthermore, the student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.
- Students that are serving long term suspensions (over five days in length) will work out the details of using the device during the suspension with administration staff before the suspension begins. This will be done on a “case by case” basis.

2. 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 immediately taken (within 24 hours) to the media center for an evaluation of the equipment.

2.1 General Precautions

- The iPad is school property and all users will follow this policy and the Norfolk Public Schools Acceptable Use policy for technology.
- Only use a clean, soft cloth to clean the screen; no cleansers of any type should be used on the device or the screen.
- Cords and cables must be inserted and disconnected carefully to prevent damage to the iPad.
- iPads must never be left in an unlocked locker, car or any unsupervised area.
- Students are responsible for keeping their iPad’s battery charged for school each day.
- Students may not use “skins” or stickers to personalize their iPad case.

2.2 Carrying iPads:

- The protective cases provided with the iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school and to and from home.
- iPads should always be contained within the protective case and should be securely closed with the elastic straps when carried.
2.3 Screen Care:

- The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.
  - 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 device.
  - Do not place anything in the carrying case that will press against the device.
  - Clean the screen with a soft, dry cloth or anti-static cloth.
  - Be careful about putting the device in your planner or book bag.
  - Do not "bump" the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

3. Using your iPad at School:

- iPads are intended for "learning" purposes 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 device.
- Students must be responsible to bring their iPad to all classes; unless specifically instructed not to by their teacher.

* 3.1 iPads Left at Home: (If students are allowed to take the devices home)

- If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. Repeat violations will result in disciplinary action as outlined in the Student Code of Conduct.
- Remember that the iPad is assigned to individual students and use of the device by other family members or friends is highly discouraged.
- Students are responsible for damage to the iPad and accessories incurred by friends or family members.
- Students are responsible for inappropriate content accessed by friends or family members.

3.2 iPad Undergoing Repair:

- Loaner iPads may be issued to students when they leave their iPads for repair in the media center.
- Students are responsible for the loaner iPad as if it were their original device.
- There may be a delay in getting an iPad back to the student should the school not have enough extra devices to loan.
3.3 Charging Your iPad’s Battery:
- iPads must be brought to school each day charged and ready for use.
- Students need to charge their iPads each evening if they are taken home.
- If an iPad loses charge due to use throughout the school day, a charging station is available in the media center.

3.4 Photos:
- Your “lock screen” and screensaver picture should be a picture of the individual student approved by school staff. Included on the “lock screen” will be: your first and last name, your iPad number, and the name of your 8th period teacher.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures located on the iPad are prohibited and will result in actions as detailed in the Student Code of Conduct.

3.5 Sound, Music, Games, or Programs:
- Sound must be muted at all times at school unless permission is obtained from the teacher for instructional purposes.
- Appropriate music is allowed on the iPad and can be used at the discretion of the teacher and during lunch.
- Students are responsible for carrying earphones or earbuds at all times.
- Students are not permitted to download applications and games. Any personally downloaded games and applications (apps) will be removed.
- Space is limited on the device (16 gig) and educational apps needed for school take precedence over “entertainment” type apps.

3.6 Home Internet Access
- Students are allowed to connect to wireless networks outside of school on their iPads. This will assist them with iPad use while at home (if permitted). The policies outlined in this document are also applicable to home use of an NPS provided device. Any violation of the policy will result in the student’s home use privileges being suspended.
- Students experiencing Internet issues at home should contact their Internet Service Provider (ISP) for support.
- If a student does not have Internet access at home, information on affordable Internet plans are available through local vendors, community “hotspots”, or the local library.
- If students access Internet services from home, the device is still monitored through the school’s filtering system.
4: MANAGING FILES & SAVING YOUR WORK:

4.1 Saving Information / Documents

- Students should save school work to Google Drive from their iPad using their school Gmail account. Students may also email documents to themselves for storage on a flash drive or district server.
- iPad malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity:

- Norfolk Junior High School makes no guarantee that our wireless network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.
- It is a violation of the Acceptable Use policies to use applications that bypass NPS Proxies and filtering. Repeat violations will result in disciplinary action as detailed in the Student Code of Conduct.

5: SOFTWARE ON iPADS:

5.1 Originally Installed Software:

- The software apps originally installed by Norfolk Junior High School teaching and technology staff must remain on the iPad in usable condition and be easily accessible at all times.
- From time to time the school may add additional software applications for use in a particular course. The licenses for this software require that the software be deleted from iPads at the completion of the course.
- Periodic checks of iPads will be made to ensure that students have not removed required apps. Repeat violations will result in disciplinary action as detailed in the Student Code of Conduct.
- Every student is given a school authorized Gmail account. This is the only email account that should be set up on the school issued iPad.
- Students should not set up iCloud or iTunes accounts or use other non approved social media sites using their school Gmail account.

5.2 Inspection:

- Students may be selected at random to provide their iPad for inspection. If a student’s device is requested for an inspection, passwords to unlock the device must be immediately provided. Norfolk Junior High School staff reserve the right to confiscate the device for any reason at any time if inappropriate materials are found on the device.
- During the school year, Norfolk Junior High School staff may conduct "iPad Health
These "Health Days" will be random throughout the year and are intended to stay current with the conditions of each child's iPad.

- During the "Health Days", staff will inspect the iPad for damage and immediately report the damage to media center staff.

5.4 Procedure for Re-loading Software:

- If technical difficulties occur, illegal, or non-district installed software or apps are discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and re-image.

5.5 Software Upgrades:

- Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates and syncing.

6: Acceptable Use:

- The use of district technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Norfolk school district is not transferable by students to people or groups outside the district and terminates when a student is no longer enrolled in the Norfolk Public 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 the appropriate disciplinary action shall be applied.
- The 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.

6.1 Parent/Guardian Responsibilities:

- Talk to your children about values and the standards that should be followed on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- If your student is allowed to bring the iPad home and you want your student to "opt out" of taking an iPad home, your student will be assigned an iPad to be checked out and returned at the end of each school day. Your student is still responsible for meeting course requirements and completing class assignments.
6.2 School Responsibilities:

As a school we will:
- Provide Internet access at school.
- Provide information on various home Internet options.
- Provide a Google email account to students.
- Provide Internet blocking of inappropriate materials as able while utilizing NPS Internet networks.
- Provide network data storage areas. These will be treated similar to school lockers. Norfolk Public Schools reserves the right to review, monitor, and restrict information stored on or transmitted via NPS District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research, complete academically related activities, and help ensure student compliance of the Acceptable Use policy.

6.3 Student Responsibilities:

As a student I will:
- Read, understand and follow the Norfolk Public Schools District Acceptable Use Policy for technology and other school related policies. The link for the Acceptable Use document and other district policies can be found on the district website at: www.norfolkpublicschools.org
- Use computers and other electronic devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that applies to iPad/computer use.
- Utilize technology resources in an appropriate manner that does not result in the informational damage of school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained via the NPS District’s designated Internet System is at your own risk. The Norfolk Public School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Report any physical damage to the devices immediately (within 24 hours) to school staff.
- Secure iPad devices against theft or loss.
- Help our district protect our computer system/device by contacting an administrator about any security problems.
- Monitor all activity on my own account(s).
- Turn off the device and secure my iPad after I am done working to protect my work and information. I understand that securing the iPad includes storing the device "out of sight" and in a restricted access location.
- Tell school personnel immediately (within 24 hours) if I receive email or other electronic communication containing inappropriate or abusive language or if the subject matter is questionable. I understand that I may be asked to forward a copy of the questionable material to a administrative staff for further investigation.
• Not plagiarize information, other documents, or creative works that I find on the Internet. I understand that plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
• Respect the rights of copyright owners and give proper credit to sources as needed.
• Return my iPad in good working order to school staff at the end of each school year or other dates for turn in. I understand that students who withdraw from school, transfer out of the district, are suspended or expelled, or terminate enrollment from the district for any other reason must return their iPad or “school owned” electronic devices and school property on the date of termination or disenrollment.

6.4 Student Activities which are Strictly Prohibited:

• Illegal installation or transmission of copyrighted materials.
• Any action that violates existing Norfolk Public Schools Board policy or public law.
• Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
• Use of chat rooms or sites selling term papers, book reports and other forms of student work.
• Use of Internet/computer games when class is in session without teacher permission.
• Use of outside data without prior approval from the administration.
• Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc.).
• Spamming - Sending mass or inappropriate emails.
• 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 to mislead, harm, bully or harass another person is strictly prohibited.
• Creating social media accounts using your school Gmail. Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms (for example, eBay, email, etc.).
• Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
• Vandalism (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 district web filter through a web proxy, phone tethering, and any other means.
• Bullying as defined in our Board Policy and the Student Code of Conduct will not be tolerated.
6.5 iPad Care:

- Students will be held responsible for maintaining their individual iPads and keeping them in good working order.
- iPad batteries must be charged and ready for school each day.
- No labels or stickers unless approved by school staff may be applied to the device.
- iPad cases furnished by Norfolk Junior High School must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- iPads that malfunction or are damaged must be reported to technology staff immediately (within 24 hours). **Do not take the device to another agency for repair.**
- iPads that have been damaged from student misuse, neglect or are accidentally damaged will be repaired. **Students and their families are responsible for damage incurred while the device is checked out to the student.** The cost for various repairs is listed elsewhere in this document. Students may be provided a temporary iPad while their assigned device is being repaired.
- iPads that are stolen must be reported immediately to the Norfolk Police Department and school staff. Police reports should not be filed if the iPad is misplaced or left unintentionally.
- iPads that are lost must be immediately reported (within 24 hours) to technology staff for tracking and locating.

6.6 Legal Propriety:

- Students must 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 our 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 are subject to discipline as referred to in the Norfolk Junior High School Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the district.

6.7 Student Conduct and Discipline:

- Norfolk Junior High School administration reserves the right to modify discipline based on the severity of the student’s action.
- Violations of general student behavior policies will be subject to appropriate disciplinary actions.
7. Protecting and Storing your iPad:

7.1 Storing your iPad:

- When students are not using their iPads, they should be stored in their lockers or in a place designated safe by school staff. Nothing should be placed on top of the iPad when stored in the locker.
- iPads should not be stored in a vehicle at school or at home. If a student needs a secure place to store their iPad, they may check it in for storage at the main office here at school.

7.2 iPads Left in Unsupervised Areas:

- Under no circumstance should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, media center, unlocked classrooms, dressing rooms and hallways.
- Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it should be immediately taken to technology staff.
- Multiple offenses of an iPad being left unattended will result in disciplinary action as detailed in the Student Code of Conduct.

8. Repairing or Replacing Your iPad

8.1 Claims

- All repair/replacement claims must be immediately (within 24 hours) reported to technology staff. In the event of theft, students and parents must file a police report, using the Serial Number and IT asset tag number, and bring a copy of the report to the Principal's office immediately. This must happen before an iPad can be repaired or replaced.

**Student Cost for Repair:** Cost are subject to change based upon current market prices:

- iPad: $300
- Case: $25
- Charge Cord: $12
- Charger: $12
- Screen Replacement: $100
- Housing Replacement: $40

8.2 Student / Family Responsibility:

- Students and their families are responsible for the fees associated with any repairs or replacements necessary.
- If a device is damaged, the student will pay the current market value cost to repair the device. Students will be issued a temporary device to use in class while
their assigned device is repaired.

- If a device is lost, the student will owe the replacement cost for the replacement of the iPad (even if the initial fee was waived). If the device is stolen and there is no verifiable proof of theft, the student will owe the replacement cost of the device to Norfolk Junior High School (approximately $300). Students will be assigned a loaner or replacement device the first time a device is lost or stolen.

- If an iPad is reported stolen on Norfolk Public School's (NPS) property or "off campus", it is the responsibility of the student and their family to report the iPad stolen to Norfolk Police and junior high school administrative staff as soon as possible (within 24 hours). The non-emergency line for the Norfolk Police Department is 402-644-4700.

- To file a police report you will need the iPad's serial number and NPS asset number found on the back of each iPad. These numbers will be provided to you when the device is checked out to the student. We also have copies of the assigned number on file at school.

- For all theft claims, the student/family is required to provide a copy of the police report to the administrative staff at Norfolk Junior High School. The police report, and the specific details of the theft, will determine the financial responsibilities of replacing the iPad.

- If there is no proof that a break in or theft occurred, the loss will not be covered by NPS. As an example, this type of loss occurs when an iPad goes missing, or is accidently left somewhere, but there is no proof the iPad was stolen. In this situation the student/family is responsible for the replacement cost of a new iPad Mini (or equivalent iPad if the current version used in our school is no longer available new).

- Until a police report is filed and a copy is provided to Norfolk Junior High School, all thefts will be considered not covered.

**Here are the specific steps to follow if your iPad is stolen:**

1) Report the iPad stolen to Norfolk Police within 24 hours - report must include serial number and asset tag.
2) Report the theft to an administrator at Norfolk Junior High School.
3) Provide a copy of the filed Police report to an administrator at Norfolk Junior High School.
4) If a device is stolen, a police report is required and should be filed immediately. If there is verifiable proof of theft, NPS will pay for the replacement cost of the device.