

NEWTON SENIOR HIGH SCHOOL

PARENT iPad HANDBOOK

I. General Information

- Students will have access to all available forms of electronic media and communication that is in support of the educational goals and objectives of Newton High School.
- Students are responsible for the ethical and educational use of the technology resources of Newton High School.
- Access to Newton High School technology resources is a privilege and not a right. The iPad is the property of Newton High School and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on an iPad or a school supplied or supported email service.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to: 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 or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Code of Conduct.
- Cyberbullying will not be tolerated and appropriate disciplinary action will be taken immediately by administration.
- The iPad is equipped with recording capabilities. It is expected that students will ask permission before recording an individual or group. Students must obtain school permission to publish a photograph or video of any school related activity.
- Teachers may set additional reasonable requirements for iPad use in their classroom.

II. Parent/Guardian Responsibilities

- Talk to your student about values and the standards that your student should follow on the use of the Internet, apps, music, videos, etc. just as you would on the use of all media information sources such as TV, telephones, movies, and radio.
- Understand and communicate internet safety. As a parent/guardian it is best to be aware of what's out there. The best filter out there is the one between your student's ears. Talk to your student about the following dangers:
 - Sexting: a sexually explicit message or picture via text, email, or social networking. Sending or receiving such a photo is considered creating and distributing pornography. These messages are often shared with students beyond the original recipient. Once a message is sent, there is no option to "unsubscribe."
 - Social Networking: communicating through posts, pictures, and videos via Facebook, Twitter, Vine, SnapChat, Instagram, Google+, Tumblr, Pinterest, etc. Nothing is considered private on the school issued iPad. Inappropriate posts made with the iPad can not only be damaging to your student's reputation, but may also result in disciplinary action. What your student posts today can impact their chances of getting a job, getting admitted to college, being selected for a

- scholarship, etc. Every post leaves a digital footprint and never truly is deleted.
- Cyberbullying: sending hurtful text messages or images, posting cruel comments online, creating snide opinion polls, defaming other students through anonymous posts, etc. Public humiliation can cause a lifetime of emotional damage. While the school will not tolerate this behavior, parents are also encouraged to establish an online code of conduct and consequences.
 - Parents are encouraged to visit these websites for more information on cyber safety: www.netsmartz.org, www.commonsemmedia.org, www.iaicac.org

III. Distribution and Return of iPads

- Each student will receive an iPad formatted by Newton High School along with iPad case, charger, and preloaded apps.
- iPads will be distributed in the fall each year during advisory. Hand out dates will be determined by the IT department and building administration.
- iPads will be collected before the last day of school. Any iPad not returned will be treated as stolen and will result in legal action.
- Students who leave Newton High School during the school year must return their iPad and accessories when they leave the district. Failure to return an iPad in a timely fashion will result in legal action or payment in full.

IV. Cost of iPad and Accessories

- There will be no additional fee or deposit for students to use the school issued iPad. School registration fees will remain unchanged.
- There will be a structured replacement fee schedule for any damage incurred on the iPad. The replacement cost of the iPad includes: the iPad, iPad case, iPad charger, and apps. In the event damage occurs to the iPad the student will be billed in accordance with the fee schedule below:
 - First incident- \$50
 - Second incident- \$100
 - Third incident - up to full replacement (\$500)
 - Case \$50 or full replacement cost
 - Charger \$40 or full replacement cost
- In the event the iPad is damaged due to negligence as defined by the administration, the student will be responsible for the entire replacement cost of the iPad and accessories. Negligence would include but not be limited to: Loss, theft, setting heavy objects on the iPad, leaving the iPad in extreme heat or cold, stepping on or hitting the iPad, throwing the iPad.
- Parents are encouraged to check their homeowner's or renter's insurance policies to determine coverage for damaged, lost, or stolen iPads. The school district will not issue insurance policies.

V. Care and Maintenance of iPads

- Students are responsible for their iPad at all times. Never leave an iPad unattended.

When not in the student's personal possession, the iPad should be in a secure, locked, temperature controlled environment.

- iPads are to remain in the case provided by Newton High School. Any wear and tear accumulated on an iPad with a case other than the one provided by the school will be subject to repair or replacement fees. No personalization by means of covers, sleeves, stickers, etc. is allowed.
- Students are responsible for charging their iPads at home and are expected to bring their iPads each day to school fully charged.
- iPads that malfunction or are damaged must be reported to the Media Center. The school district will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse, neglect, or are accidentally damaged will be repaired by the school district, but the student will be responsible for the costs of repair.