

Purpose:

The Prince George's County Public School (PGCPS) System understands the importance of creating a digital learning environment that equips students with technological tools that will transform traditional teaching and learning. The Transforming Education through Digital Learning (TEDL) project provides tools and resources for the 21st century student. Using iPads as a learning tool will empower students to reach their fullest potential as they prepare for college and the workforce.

The policies, procedures and information within this document apply to iPads. Individual schools may set additional requirements for classroom/home use.

Receiving Your iPad

Distribution of iPads will begin during the first quarter of the school year. Parents and students must sign the Student Pledge before an iPad can be issued.

iPad Check-in and Out

iPads will be returned at the end of the school year so they can be checked for serviceability. If a student transfers out of the school during the school year, the iPad will be returned at that time.

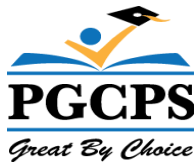
Students who withdraw, are expelled, or terminate enrollment for any other reason must return their individual school iPad before beginning their termination from the school. If a student fails to return the iPad at the end of the school year or upon termination of enrollment, they will be subject to paying the replacement cost of the iPad and any accessories or supplemental devices issued.

If an iPad is not returned at the end of the school year the principal will notify the student and parent(s)/guardian(s) that the obligation is unresolved. The parent(s)/guardian(s) will be informed that the final report card will not be mailed to the home but must be picked up at the school. The financial obligation is to be satisfied at this time or satisfactory arrangements must be made between the parent(s)/guardian(s) and the principal

Taking Care Of Your iPad

General Precautions

- The school-issued iPad is school property and all users will follow the policies as outlined in the Prince George's County Public Schools' [Student Rights & Responsibilities Handbook](#) for SY2017-2018 and the acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Make sure hands are clean before using.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the Prince George's County Public School System.
- iPads must never be left in an **unlocked** locker, unlocked car or any unsupervised area.
- If students "personalize" their iPads they must not take off any PGCPS labels.



Title I Office of Prince George's County Public Schools
Student iPad Policy, Procedures and General Information
School Year 2017-2018

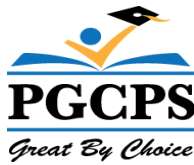
- The protective cases provided with iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school.
- iPads should always be within the protective case when carried.
- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Use a clean, soft, dry cloth to clean the screen of the iPad.
- Do not "bump" the iPad against lockers, walls, floors, etc as it will eventually break the screen.
- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Passwords are not to be shared with other students.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- All software/apps must be district provided.
- Keep away from food and drink.
- Document any software/hardware issues to your teacher as soon as possible.
- Keep the iPad in a well-protected, temperature controlled environment when not in use. Do not leave the iPad in a vehicle or location that is not temperature controlled.

Acceptable Use

The use of PGCPS technology resources is a privilege, not a right. The privilege of using the technology resources provided by PGCPS is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled at the issuing school. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a student violates any of the User Terms and Conditions named in this policy, privileges may be terminated. Access to the school's technology resources may be denied, and appropriate disciplinary action will be enforced when necessary. The PGCPS Student Code of Conduct shall be applied to student infractions.

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
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc.)
- Downloading apps



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- Spamming-sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Using the school's Internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Using anonymous and/or false communications such as MSN Messenger, Yahoo Messenger
- Giving 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, Ebay, email, etc.)
- Participating in credit card fraud, electronic forgery or other forms of illegal behavior
- Vandalizing (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) school equipment
- Transmitting or accessing materials that can be viewed as obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing the PGCPS web filter through a web proxy
- Modifying the iPad in any way other than instructed by the administrator or other school personnel
- Exchanging iPads with another student
- Synchronizing the iPad with another computer outside of the school
- Removing the supplied cover for the iPad
- Applying any permanent marks, decorations, or modifications to the iPad
- Clearing or disabling browser history or setting password protection on the device
- Disabling the iPad or its applications

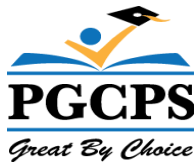
Applications

PGCPS has researched key applications, which will be preinstalled on each iPad. Through the course of the TEDL project, additional applications may be reviewed and added to facilitate academic situations. Purchasing and installing these applications is the responsibility of school. The student user is not to install any applications. However, there is a procedure on how to recommend an application to be added by the school.

Network Etiquette

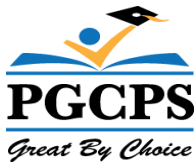
You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Swearing, using vulgarities or any other inappropriate language is strictly prohibited.
- Do not disclose your (or other students') personal information.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of prohibited activities will be promptly addressed.



Student Pledge for iPad Use

1. I will follow the Policies and Codes as set forth in the Prince George's County Public Schools' Student Rights & Responsibilities Handbook.
2. I will take good care of my school-issued iPad.
3. I will never loan out my school-issued iPad to other individuals.
4. I will keep food and beverages away from my iPad since they may cause damage to the device.
5. I will not disassemble any part of my school-issued iPad or attempt any repairs.
6. I will protect my school-issued iPad by only carrying it while in the case provided.
7. I will use my school-issued iPad in ways that are appropriate, meet the school's expectations.
8. I will not place decorations (such as stickers, markers, etc.) on the school-issued iPad. I will not deface the serial number iPad sticker on any school-issued iPad.
9. I understand that my school-issued iPad is subject to inspection at any time without notice and remains the property of the PGCPS.
10. I was issued an iPad in good working condition, and will return it in good working condition at the end of the school year.



I agree to the stipulations set forth in the iPad Policy, Procedures, and General Information and the Student Pledge for iPad use.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

The undersigned parent/guardian acknowledges receipt of a Apple iPad in good condition and agrees the equipment is on loan from the Board of Education of Prince George's County for the benefit of the Board of Education of Prince George's County while above student is registered at _____. The undersigned acknowledges and agrees that care and security must be maintained to protect the above-described equipment.

It is agreed that at the end of the school year, I will return the equipment. In the case of theft, or damage, I will notify my child's teacher or principal immediately if the iPad is damaged and cooperate fully. If the iPad is stolen when it's outside of the school, the parent must notify the police and their child's teacher or principal. I understand that I will be held responsible for the cost of repair or replacement.

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Witness:

Teacher Name (Please Print): _____

Teacher Signature: _____ Date: _____

