

Pemiscot County Special School District

iPad Usage Information

2014-2015

Board Approved 8/14/2014

Goals for Teachers:

- To capitalize on the convergence of academic resources such as textbooks, scholarly sources, content rich media, and best practices.
- To facilitate mobile learning across the school campus and beyond.
- To promote leadership in one's own learning by establishing access to educational resources and providing tools to craft support specific curricular areas.

General Information:

Teacher use of the iPad falls under 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 stored on the iPad are the property of Pemiscot County Special School District and subject to regular review and monitoring.

Issued Equipment

Teachers are provided an iPad, case, USB Charger. The iPad must be surrendered to PCSSD in appropriate working condition immediately upon termination of employment or at the request of the Technology Office, Technology Coordinator, Building Principal, Director of Special Education or District Superintendent.

Teachers will:

- Bring iPad to school every day fully charged.
- Keep your iPad with you or in a secured (locked) area at all times.
- Report loss or theft immediately.
- Remember that your iPad is for educational purposes. Selected applications installed on any District iPad must align with educational purposes.
- Follow the PCSSD Acceptable Use Policy at all time.
- Bring the iPad to the Director of Special Education before the last Friday of the quarter for updating software and syncing of the iPad.

Teachers should not:

- Modify the iPad in any way other than instructed by the administrator or other school personnel.
- Exchange iPads with another teacher or student.
- Allow students to retain or remove the iPad from their presence.
- Apply any permanent marks, decorations or modifications to the iPad.
- Allow others to use their iPad.
- Clear or disable browsing history.

Failure to comply with the 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.

Using the iPad:

- Clean the screen often with approved cleaning towels.
- Make sure hands are clean before using.
- Keep away from food and drink.
- Charge the iPad only with the included charger and using a standard wall outlet for your power source.
- Document any software/hardware issues to the Tech Department 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.

Application:

Pemiscot County Special School District has researched key applications which will be preinstalled on each iPad. 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. Staff members are not to install any applications not approved by PCSSD.

Requests for adding apps should be emailed to the Director of Special Education and the iPad provided for this addition.

Reporting Technical Issues & Damage:

Any errors or problems with the iPad should be reported as soon as possible. This can be done by completing the district technology work order. All syncing of the device will be handled through the school to ensure like applications and configurations are found on every device to maximize the potential of the device.

Any physical damage, intentional or not, to the iPad will be reported to the Director of Special Education immediately.

Damage due to negligence will result in the staff member assuming the financial responsibility of replacement of the iPad. Current replacement pricing from Apple is \$399. This price is recent as of August 2014 and subject to change.

Pemiscot County Special School District

Staff iPad Agreement Signature Page

2014-2015

I understand and will abide by the above iPad agreement in conjunction with the Pemiscot County Special 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 and 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 is my responsibility as well as any neglect toward the iPad.

User's Full Name: _____

User Signature: _____

iPad Serial#: _____

Date: _____