



2018 – 2019 iPad User Guide

Introduction

Schoolwide technology integration begins long before the first device lands in students' hands and continues long after the excitement of initial introduction. 2013 brought the inauguration of middle schools to Higley Unified School District, and with it the opportunity to build state of the art facilities capable of supporting devices in the hands of each student.

The device of choice, at the time, was the iPad – and currently every student in 7th and 8th grade enjoys using an iPad throughout their school day. Additionally, students have the benefit of being able to take this district provided resource home each evening, to further extend learning and research opportunities outside of the school day.

Over the past four years, we have seen the iPads prioritize themselves as a portal to reaching the abundance of web based resources available for education. Students use these devices daily to find support for curricular objectives, to practice math and vocabulary skills, and interact with their teachers and classmates in online forums and discussions.

Moving into the 2018 – 2019 school year, HUSD will be adding web based file storage and email access to student resources. As we are all aware, the use of a web-based device such as the iPad is not only a way to support the curriculum, but is also a tool for organizing, planning, and managing daily life. As we prioritize integrating 21st century skills into the curriculum, essential life and career skills become embedded in our core subjects and teachings.

We are very proud of our teachers who are masterfully blending the best of what they bring to the classroom with the benefits of new technological possibilities, of the families of our students who provide support for this ongoing initiative, and the students themselves as they continue to demonstrate an unswerving passion for digital age working and learning experiences.

Should you wish to learn more about this exciting and ongoing adventure, please refer to the link [Programs/Services 1:1 in Middle School](#) on the school's website. Should you have specific questions related to iPad use in the Middle Schools, see the [FAQs](#) page.

The Guide

The following lays out an overview and general information regarding expectations and responsibilities of your child when using an iPad issued by Higley Unified School District (HUSD). Your student will be issued one iPad, a USB charger with AC power adapter, and protective case. Please read the following carefully and discuss with your student.

HUSD iPads fall under Governing Board policy IJNDB, *Use of Technology Resources in Instruction*, which includes policy IJNDB-E, *Electronic Information Services User Agreement* (see the *Student Code of Conduct*).

- HUSD iPads are intended for educational use. However, HUSD is aware that the devices may be used for non-educational purposes when off campus. All such activities must be in accordance with HUSD policies and rules, the *Electronic Information Services User Agreement*, and all local, state, and federal statutes.
- The iPad camera and audio recording features have been disabled. Tampering with or re-enabling either or both will result in disciplinary action.
- HUSD filters web content on all District owned iPads. When off campus, iPad traffic is routed through a proxy server to offer content filtering when off site. It is understood that removal or adjustment to device profiles is prohibited and will result in disciplinary consequences. HUSD is not responsible for content accessed through removal of or adjustment of profiles defining proxy settings.
- The iPad and accessories remain the property of the District and will be surrendered to HUSD upon request by a District representative. This will typically be at the end of the school year or withdrawal from the school.

- All rules and regulations as per the HUSD Code of Conduct apply at all times. Consequences for failure to follow rules or to adhere to regulations will be applied as per the HUSD Code of Conduct.
- Students may not attempt to change, alter, jailbreak, or allow others to attempt to change, alter, jailbreak or otherwise change the privileges and capabilities of a HUSD owned iPad.
- Students may not deface or destroy the iPad or accessories in any way. iPads and cases must remain free of any writing, drawing, stickers, or labels other than those affixed by a HUSD representative. Should a label or tag become damaged or disappear, the student should contact their school's Media Specialist for replacement.
- Any theft, vandalism, and/or damage to the iPad must be reported to the student's school immediately. ***The HUSD iPad Damage / Disappearance Form (see page 3, the school's website, or request a copy from your school's Media Specialist).***
- Students and their families share financial responsibility for the iPad and accessories. Should there be iPad damage, defacement, or if the iPad or charger is lost or stolen the family of the student will be held responsible for the cost of device replacement Please report this on the HUSD Damage/Disappearance Form. The financial liability is as follows:

○ iPad Replacement	\$465
○ iPad Case	\$ 25
○ Certified Sync Cable	\$ 10
○ iPad Charging Brick	\$ 10

****Families are eligible to enroll in the HUSD iPad Protection Plan (see page 7)****



IPAD FREQUENTLY ASKED QUESTIONS

For the 2018 – 2019 Academic Year

Will the content my student can access be filtered? Yes – content is filtered through Higley Unified School District (HUSD) proxy structures whenever a HUSD device is in use and connected to the internet. Content filtering is provided as long as profiles are not removed and devices are not tampered with or “jailbroken.” Should a device be reset or profiles removed, content filtering cannot be guaranteed. It is always recommended that families have conversations with their students around digital citizenship and online safety and decision making.

Internet Access and Filtering

iPad Use and the Internet

Higley Unified School District (HUSD) encourages your student to maximize the educational use of their assigned iPad by allowing them to take home the devices they use at school each day. HUSD also respects that each student resides in a unique home environment with different expectations and device use preferences. We also appreciate and respect that families may prefer to monitor and / or restrict their student's access to potentially inappropriate web based material while on a school owned device.

Device Use and Web Based Content Filtering When On Campus

When students are on campus, their access to web based information (on a school owned device) is filtered through a protective content filter as required by the Children's Internet Protection Act. Therefore, when a student is using a school owned device that is connected to the HUSD network, all web based traffic is routed through this content filter, allowing district administration to prevent access to web content based on predefined ratings and site reputation, as well as categories, such as Social Media and Gaming.

Device use and Web Based Content Filtering When Off Campus

It is even more important for families to be aware that when students are off campus, their access to web based information (on a school owned device) is still filtered through a protective content filter via proxy settings that route web based traffic back through the HUSD content filter.

Please be aware that content filtering remains in place only as long as the device is not tampered with or the HUSD applied profiles removed or modified. Should a device be tampered with and/or have profiles removed or modified, content filtering cannot be ensured.

Profile removal will only occur intentionally as removal is intentionally difficult to ensure it cannot accidentally happen due to regular use.

Available Additional Device Restrictions

Additionally, should they feel it appropriate, families may apply restrictions to their student's HUSD owned iPad. Details and instructions on these restrictions can be accessed by visiting this link: <https://support.apple.com/en-us/HT201304>

These restrictions will remain in effect regardless of internet connection or device location. Should you have need for further assistance, please contact your home internet services provider. HUSD faculty and staff are not equipped to provide support with home network configuration questions.

Can my student add their own apps to the iPad? Students can only add apps that are in the HUSD app catalog.

Will my student's data be backed up by the school? No. Students should regularly back up their iPads using their Apple ID. Regular backup is strongly encouraged as HUSD does not guarantee student data backup or that the student will have the same iPad for the entire school year. (Repairs, loss, etc. may result in the student receiving a different iPad for use.)

My student was told they need an Apple ID. Can they use our family Apple ID? Yes, they can, however, we feel that is a personal choice based on family needs and preferences. Students will need an Apple ID and the password to download apps to their iPad.

Do I have to give a credit card number for my student to have an Apple ID? You do not need to link your student's Apple ID to a credit card as you can create a "free" Apple ID (meaning unfunded by a credit card or gift card). ***Creating a "Free" Apple ID must be done directly from the iPad.*** Please search for "Create an iTunes Store, App Store, or iBooks Store account without using a credit card or other payment method" to obtain instructions on how to set up such an account.

Does my student need to buy school required apps for their iPad? No. School required apps will be pushed to the student iPads by the HUSD Instructional Technology Department.

Will the cameras and recording features be available on the iPad? No. For the protection of our students, iPads provided to students will not have access to the camera or recording functions.

My child has an iPad. Can they bring their personal iPad to school? No. Only HUSD issued iPads are permitted to be used in the elementary and middle schools.

What if my student's iPad is lost or stolen? Should the iPad assigned to your student be lost or stolen, it is important to contact the school as soon as possible. ***Please note that lost or stolen iPads are NOT covered under the iPad Protection Plan. Families should add the "Find My iPad" app to the iPad and link it to an Apple ID.*** Because families may be held financially responsible for device replacement, we encourage the use of Find my iPad in order to track the device.

What if my student's iPad is damaged? For those participating in the iPad Protection Plan, the first incident will be covered. Please see the iPad Protection Plan for details on coverage and costs. Damage forms can be found on the school website and can be requested from the Media Center Specialist..

Should my family participate in the iPad Protection Plan even if my student will leave their iPad at school? The iPad Protection Plan will cover accidental damage to the iPad both on and off campus.

If I have more than one 7th/8th grade using an iPad, do I need to pay for more than one iPad Protection Plan? Yes, each device will be covered by its own protection plan.

Is the \$50 iPad Protection Plan premium an annual expense? Is it reimbursed if I don't use it throughout the year? Yes, the \$50 premium is an annual expense. No, the premium is not reimbursed if the plan is not used. Similar to car insurance, the funds go into a shared risk pool that funds the costs of device repairs.

What if my family can't afford the iPad Protection Plan premium? Please contact the school Principal.

Will my child still be able to use an iPad if I don't purchase the iPad Protection Plan? Yes.

Will students ever be required to share their iPad with other students or teachers? No, each student will be issued their own iPad.

Can a student's history be tracked/stored? Yes, HUSD has the ability to access the student's internet usage history using the HUSD wireless network.

Will students have a unique User ID and Password? Yes, students will use their unique ID and password when logging onto the HUSD network. It is also recommended that students set a passcode on their iPads.

Will my student be able to charge their iPad at school? No. Students will not be able to charge their iPads during the school day. Failure to bring a charged iPad does not release students from their responsibility for class work. If a student repeatedly fails to bring a charged iPad to school they may be subject to classroom/school consequences.

We do not have access to high-speed Internet at home. Should we still have our student use the iPad and bring it home each day? The iPads have apps that work offline as well as those that require an internet connection. Additionally, wireless access is available at many public locations. Students will still be able to read, access stored notes, work on writing papers, play offline games, and access their offline calendar and other organizational tools. Thus, a lack of access to the internet while at home should not make the decision for a family, but should be considered within the big picture of the student's educational experience.

What is the process for maintenance if an iPad is not working properly? Students should alert their classroom teacher, who will determine if they should see the Media Center Specialist for assistance. The Media Center Specialist will assist the student and, if repair is needed, collect the device, submit a repair ticket, and provide the student with a loaner iPad if one is available.

It is highly recommended that students back up the data on their iPad daily, so that they do not experience an interruption in information access.

How does HUSD decide which websites are blocked? As a member of e-Rate, HUSD is required to filter access to the Internet. Based on research and discussions with a variety of school districts, HUSD's IT Department has implemented a content filter system that meets and exceeds requirements. There are times when the tight parameters do not allow access to appropriate sites and the restrictions are adjusted. In such circumstances, HUSD's IT Department has a process for evaluating these sites.

Is the goal to replace printed textbooks? The goal is not to "replace" textbooks, but to ensure that we use technology to meet the educational needs of students. Textbooks are a valuable part of the education process, as are the many electronic resources we can add through the use of technology. We intend to maximize use of all appropriate resources.

What should students do with their iPad during PE and after school sports? Students are responsible for making sure iPads are kept safe and secure at all times. Should there not be a safe place to secure iPads, students should communicate with their teacher or coach for storage options.

Are students responsible for damage or loss if it occurs during the school day? Yes. If a student damages their iPad, the family of the student may be held responsible for the repair or replacement of school property. Please review the details on the iPad Protection Plan to determine if this is a program that meets your needs.

Who can a family contact if they have concerns related to iPad use? Any concerns related to iPad use by students can be directed to the Principal at your student's school site.



2018– 2019 iPad Damage / Disappearance Report

Should an iPad be damaged, lost, or stolen please complete this form and submit it to the Media Center Specialist. Any questions should be directed to the Media Center Specialist or school site Principal.

Student Name _____

Student ID _____

iPad Asset Tag Number _____

(Asset tag number can be found on the sticker on the back of the iPad case)

Date of Damage / Disappearance _____

Cause of Damage _____

Description of Damage _____

Did you purchase iPad Protection Plan? Yes No

Additional Information or Comments

Student Signature _____

Adult Signature _____

I give my child permission to use a replacement iPad, and understand I will be responsible for damage to the replacement iPad. Yes No

Best Contact for Adult _____
Please indicate the best way to reach you by sharing your phone number and/or email address.

Date and Signature of School Site Receipt _____

This completed form can be emailed to Kimberly.Murphy@HUSD.org (Cooley Middle School) or Kelci.Taylor@HUSD.org (Sossaman Middle School). Keeping a copy of the email for your records will serve as your confirmation of form submission.

Purposely Blank

Clip or staple your premium to this page.

**Return ONLY this page and any premium to your Media Center Specialist.
Keep all other pages for your records.**

Student Name and ID # _____

Language Arts Teacher Name _____

iPad Protection Choice (check one below):

_____ Yes, We choose to enroll in the HUSD iPad Protection Plan. We have attached the \$50 iPad Protection Plan premium to this form (Cash, or check made payable to Higley Unified School District) or paid via Visa or MasterCard in the Media Center. We understand that disappearance of iPad and/or charger is not covered by this policy.

_____ No, we do not choose to enroll in the HUSD iPad Protection Plan. We agree to be liable for the full cost of any damage, loss, or theft of HUSD iPad & accessories.

Student: I understand that in the event I were to violate the trust placed in me when using the iPad that my privileges may be revoked and appropriate disciplinary action taken.

Parent/Guardian: I understand that I am responsible for ensuring that my student cares for the iPad, charger, and case issued by HUSD. I understand I am financially responsible for the iPad and accessories at all times.

Please return this page to school with your student.

Student Name and ID

Student Signature & Date

Parent/Guardian Name

Parent/Guardian Signature & Date

Payment Date Received _____

Cash

Check # _____

Credit Card