



MOBILE MINDS

Center Grove High School

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Center Grove High School Mobile Minds Responsible Use Policy and Student/Parent Agreement

This iPad Responsible Use Policy is intended to promote responsible use and protect students and the school from liability resulting from any misuse of the school-issued iPad. Technology, on or off-campus, must be used in accordance with the mission and philosophy of Center Grove High School as well as the Acceptable Use Policy for Technology as stated in the Student-Parent Handbook. Teachers may set additional requirements for use in their respective classes.

The iPad remains the property of Center Grove High School at all times. Therefore, there is no assumption of privacy. Center Grove High School reserves the right to inspect student iPads at any time during the school year. Misuse of the iPad may result in disciplinary action.

Above all, the “Mobile Minds” iPad program at Center Grove High School is an academic program, and the policies governing the use of the iPad support its academic use. To maintain the integrity of the iPad program, all students and parents/guardians must acknowledge and agree to the following conditions of use:

1. Liability

The parent/guardian/student is responsible for the cost to repair and/or replace, at the date of loss, the iPad, case, or USB charging cable/charger if the property is:

- a. not returned.
- b. intentionally damaged.
- c. lost or damaged because of negligence.
- d. stolen, but not reported to school and/or police by the end of the next school day.

2. Personal Safety

- a. Users should recognize that communicating over the internet brings risks associated with the lack of face-to-face contact.
- b. Users should carefully safeguard their personal information and that of others.
- c. Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the internet without parental and/or teacher permission.
- d. Students should never agree to meet someone they meet online in real life.
- e. If the user sees a message, comment, image, or anything else online that makes him/her concerned for his/her personal safety, it should be brought to the attention of school personnel or a parent immediately.

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3. Netiquette

- a. Users should always use the internet, network resources, and online sites in a courteous and respectful manner.
- b. Users should recognize that with valuable content online, there is also unverified, incorrect, and/or inappropriate content.

4. Cyber-Bullying

- a. The National Crime Prevention Council defines cyber-bullying as “When the internet, cell phones, or other devices are used to send or post text or images intended to hurt or embarrass another person.”
- b. Cyber-Bullying will not be tolerated and is strictly forbidden.
- c. The user should remember that digital activities are monitored and retained.
- d. Report cyber-bullying immediately to school personnel.

5. District Acceptable Use Policy

Center Grove Community School Corporation’s Acceptable Use Policy can be found [here](#).

6. iPad Use, Care, and Routines

- a. Never pile things on top of the iPad.
- b. Keep the iPad in the district-issued case at all times. Failure to have it in district-issued case **WILL** void the insurance.
- c. Do not leave the iPad out in extreme heat or cold.
- d. Do not leave the iPad in a vehicle or place it on top of a vehicle.
- e. Keep food, drink, pets, etc. away from the iPad at all times.
- f. Do not drop the iPad as the screen is made of glass and will break.
- g. Do not leave the iPad unattended at any time including during class, extra-curricular activities, lunch, locker room, etc.
- h. Labels, stickers, or screen protectors placed on the iPad by the technology department will not be removed.
- i. Do not write on or place any labels or stickers on the iPad or district-issued case.
- j. Do not alter the iPad in any manner that will permanently change the iPad.
- k. Do not remove the serial number or identification sticker on the iPad.
- l. The lock screen picture will remain the school logo with the device name showing. Students may not alter their lock screen picture.
- m. Do not lend the iPad to a classmate, friend, or family member.
- n. Clean the iPad screen with a soft, dry, anti-static cloth or with a screen cleaner designed specifically for LCD type screens.

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- o. Fully charge the iPad each night with the appropriate iPad A/C adapter.
- p. Do not attempt to repair a damaged or malfunctioning iPad. All damaged and malfunctioning iPads need to be taken to the Media Center.
- q. Do not upgrade the iPad operating system.
- r. Do not remove or circumvent the management system installed on each iPad. This includes removing restrictions or “jailbreaking” the device.
- s. Do not sync the iPad with a district or home computer. Files will be emailed or saved to Dropbox.
- t. Avoid touching the screen with pens/pencils. Use an appropriate stylus.
- u. Students are responsible for the safety and security of their iPad.
- v. Students will be permitted to take the iPad home.

7. Email for Students

Purpose: All students will receive an individual Gmail account. They can sign in with [network/Skyward username]@students.centergrove.k12.in.us as the email and [network/Skyward password] as the password. With these Gmail accounts, students will have access to Google Apps for Education, which include productivity and management tools such as Gmail, Google Drive, Google Calendar, and much more.

All iPads will be set up with that school email account so students can quickly and easily send messages and schoolwork to teachers. This setup will happen during orientation, and the email account is required to remain on the iPads through the course of the school year. **All official CGHS electronic communications will be sent to their CGHS student Gmail email.** Students may also log in from any computer at www.google.com/a/students.centergrove.k12.in.us with their network/Skyward username and password.

The effective use of email will:

- a. Develop 21st Century Communication Skills.
- b. Allow students to develop positive professional relationships with peers and staff.
- c. Assist in collaboration skills required in careers and higher education settings.

Guidelines and Reminders

- a. School email accounts should be used for educational use only.
- b. Students should only have their school email account set up on their iPad. ***No other personal email accounts should be set up on the iPad.***
- c. ALL communication from students to teachers must be on their school issued email account. Personal accounts are not an acceptable means of communication with teachers.
- d. Email transmissions at school are subject to inspection by teachers and/or administrators if deemed necessary.

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- e. All email and contents are property of the Center Grove Community School Corporation.
- f. Only the authorized user of the account should access, send, and/or receive emails for the account.
- g. Passwords should be protected and never shared with other students.
- h. Email accounts should be set up so that the email is blind carbon copied (Bcc) to the student.

Examples of Unacceptable Use

- a. Non-educational related forwards (e.g. jokes, chain letters, images)
- b. Harassment, cyber-bullying, profanity, obscenity, racist terms, hate mail.

8. Camera

Purpose: Each student iPad is equipped with a digital camera feature. The camera will allow students to utilize a 21st century tool to develop 21st century learning skills.

Examples of Use

- a. Recording and/or taking pictures for project-based learning assessments.
- b. Assisting in ensuring accurate notes are taken in class.
- c. Submitting work digitally.

Students are not allowed to take pictures/video of staff and/or students without expressed permission by those individuals. Any violation of this policy will result in discipline measures.

9. Listening to Music

- a. Music apps will not be available on student iPads.
- b. Streaming music is not allowed at school.
- c. Students may stream music at home with permission from parents.

10. Watching Movies

- a. Watching movies will not be allowed during school hours.
- b. Video segments required for school use will be allowed on iPads with teacher permission.
- c. Students will have access to YouTube for Education with teacher recommended video clips being authorized.
- d. Students may watch movies at home with parent permission.

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11. Games

- a. Students may not play games on the iPad during school hours unless they are given permission by the teacher AND the game supports education.
- b. The content of any games played at home must be school appropriate.
- c. Students must have parent permission to play games outside of school hours.

12. Student Files and Storage

All students should store their files using Dropbox. Dropbox should be setup using the student's CGHS Gmail account and password. If students need additional storage, they can backup files using GoogleDrive. Dropbox is the standard cloud storage that will be supported in the district.

13. Printing

- a. Printing will not be allowed from the iPads at school.
- b. If printing is necessary, students must email the document to their school GMAIL account or save to their Dropbox account and print from a computer lab.

14. iPad Background

Any picture used as the background for a school issued iPad must be school appropriate and align with the Acceptable Use guidelines.

15. Plagiarism

- a. Users are prohibited from plagiarizing (using as their own without citing the original creator) content, including words or images, from the Internet.
- b. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online.
- c. Research conducted via the Internet should be appropriately cited, giving credit to the original authors.
- d. Users are prohibited from accessing sites that promote plagiarism. These sites should be reported to school personnel.
- e. Plagiarism will be handled according to the school discipline policy on plagiarism. Please see CGHS handbook for the policy.

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16. Behaviors and Discipline Related to Student iPad Use

<i>Technology Related Behavior Violations</i>	<i>Equivalent "traditional" Classroom Violations</i>
<ul style="list-style-type: none"> • Failure to bring iPad to school 	<ul style="list-style-type: none"> • Coming to class unprepared
<ul style="list-style-type: none"> • Missing cover 	<ul style="list-style-type: none"> • Not having required supplies
<ul style="list-style-type: none"> • Email, texting, skyping, internet surfing, etc. 	<ul style="list-style-type: none"> • Passing notes, reading magazines, games, etc.
<ul style="list-style-type: none"> • Damaging, defacing, placing stickers, etc. to iPad 	<ul style="list-style-type: none"> • Vandalism/Property damage
<ul style="list-style-type: none"> • Using account belonging to another student or staff member 	<ul style="list-style-type: none"> • Breaking into someone else's locker/classroom.
<ul style="list-style-type: none"> • Accessing inappropriate material 	<ul style="list-style-type: none"> • Bringing inappropriate content to school in print version
<ul style="list-style-type: none"> • Cyber-Bullying 	<ul style="list-style-type: none"> • Bullying/Harassment
<ul style="list-style-type: none"> • Using profanity, obscenity, racist terms 	<ul style="list-style-type: none"> • Inappropriate language, harassment
<ul style="list-style-type: none"> • Sending/Forwarding assignment to another student to use as their own and/or copy. 	<ul style="list-style-type: none"> • Cheating, copying assignment, plagiarism
<i>Violations unique to the Mobile Minds 1:1 Project</i>	
<ul style="list-style-type: none"> • Not having iPad fully charged when brought to school 	
<ul style="list-style-type: none"> • Attempts to defeat or bypass the district's internet filter and/or security settings 	
<ul style="list-style-type: none"> • Modifying the district's browser settings or other techniques to avoid being blocked from inappropriate sites or to conceal inappropriate internet activity. 	
<ul style="list-style-type: none"> • Unauthorized downloading/installing of Apps 	

Progressive Discipline

The discipline process with the Mobile Minds project will be progressive in nature. Low-level, first time infractions will receive smaller consequences than infractions that are repetitive or more serious in nature.

- Discipline Steps
 - a. Warning
 - b. 1 ASD issued by teacher and parents are contacted
 - c. 1 ASD issued by teacher and parents are contacted
 - d. Administrative Referral with Extended Detention and student loses iPad privilege for period. Student will be provided a school netbook/laptop to complete work.
 - e. Administrative Referral with Extended Detention and student loses iPad privilege at school for 1 Red and 1 White day. Student will be provided school netbook/laptop in each class to complete work.
 - f. Administrative Referral and 1-day of In-School Suspension for Insubordination
 - g. All further infractions will require administrative referral to be issued and consequence will be determined by administrator.

17. Examples of Unacceptable Use

Unacceptable use of the iPad includes, but isn't limited to, the following examples:

- a. Using the school network for illegal activities such as copyright and/or license violations.
- b. Using the iPad as the vehicle for plagiarism.
- c. Unauthorized downloading of apps and/or jail-breaking of the iPad.
- d. Accessing and/or using websites or materials that are not in direct support of the curriculum and are inappropriate for school.
- e. Vandalizing equipment and/or accessing the network inappropriately. Using and/or possessing programs that are capable of hacking the network.
- f. Gaining unauthorized access anywhere on the network.
- g. Invading the privacy of individual(s).
- h. Using and/or allowing use of another person's login/password to access the network.
- i. Being a passive observer or active participant with any unauthorized network activity.
- j. Participating in cyber-bullying of any person.
- k. Using objectionable language, photos, or other content (e.g. racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous).
- l. Obtaining, modifying, or using user name/passwords of other users.
- m. Modifying files belonging to another student on the network.
- n. Attempting to access or accessing websites blocked by the school's internet filter.
- o. Downloading apps, streaming media, or playing games without permission of a network administrator.
- p. Sending and/or forwarding emails that are chain letters, forwards, etc. via school email.

18. Power Management

- a. Users are responsible to recharge the iPad's battery so it is fully charged by the start of the next school day.
- b. Users with no battery life may bring the iPad to the Media Center for charging. Students are granted 2 "Free" charges. On the 3rd charge and all subsequent charges, 1 ASD will be assigned by an administrator.
- c. Users will forfeit use of the iPad for the entire time it takes to charge the iPad.
- d. The Media Center will not lend an iPad to a student while the student's iPad is charging. Students will be provided with a laptop to use while iPad is charging.
- e. Users may pick up or check on the iPad during passing periods and lunch. Users may not ask for pass-outs during class to pick up or check on the iPad.

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19. iPad Security

Content filtering is present on the school network.

Content Filtering

The Children's Internet Protection Act requires that schools have a content filter in place onsite and the school will make every effort to block objectionable sites. Parents should enable content filtering on their home network to ensure the safety of their student(s) while accessing the internet.

20. Damaged and Lost iPads

- a. Users will report any damaged or lost iPads to School Authorities.
- b. Users will bring damaged iPads to the Media Center.
- c. Media Center Staff and a trained group of students will be able to do minor troubleshooting.
- d. Without insurance, users are responsible for the replacement cost of the iPad if it is lost, stolen, or fully damaged.
- e. With insurance, we will accept one claim.
- f. Damaged CGHS iPads that are not in a district issued case will be the financial responsibility of the student/parent.**

Insurance Details

Replacement/Repair	With \$50/year Insurance	Without
iPad (lost or stolen) or iPad Cracked Screen	\$0 1 st incident (either) 2 nd incident (lost or stole) full price of \$480 2 nd incident (cracked screen) \$75 (note insurance does NOT cover more than one incident)	\$480 (iPad replacement) \$75 Screen Repair
Lost Charger	Every incident \$30 – insurance does not cover this.	\$30
Damaged or Lost Case	Every incident \$30 – insurance does not cover this.	\$30

21. Lost or Stolen Equipment

The iPad assigned to the student becomes the student/parent financial responsibility. Please reference the damaged/lost iPad section for repair/replacement costs both with and without insurance.

22. Payment Timeline

The cost for the iPad rental is \$75 per academic year. This fee will be charged on the students' book rental. Any damages or repairs that need to be made to the school issued iPad will be billed to the students/parents and will be due immediately upon receipt. Please reference the damaged in lost iPad section (#20) for costs.