iPad Check Out Procedure

1. Teacher will create a reason and clear implementation that uses iPads. (Plan had to receive training before your form has been submitted. You cannot receive the devices until you are trained.)

2. The teacher will select and register for a date or days on www.dps61.org/ITC.

3. Upon registration for dates you will have receive a form via email that must be completed before the iPads may be handed out.

4. A tech coach will receive the form and either accept or return the document to be reworked.

5. The tech coach will email the teacher to let them know their form has been approved.

6. The teacher will set up a time with an instructional technology coach to find a time to pick up and returned the iPads.

Important iPad Reminders

1. If an iPad(s) is missing immediately email the following individuals.
   Jim Altig – Director of Information Technology (jaltig@dps61.org)
   Chad Gordy – IT Analyst (cgordy@dps61.org)
   Your building administrator
   Instructional Technology Coach

2. Double lock iPads at the end of day. If you don’t have a double lock option in your classroom discuss this with the instructional technology coach.

3. iPads should never be left out or unsecured if the teacher is not in the classroom.

4. iPads must be left at school.

5. DO NOT sign in or out of the iTunes account for any reason.

6. All apps are to be downloaded by the Instructional Technology coach.

7. If the iPad has a message to update software, click ignore.
Decatur Public Schools iPad Policy and Procedures

Decatur Public Schools has initiated a program to investigate the use of mobile learning devices in school. This initiative involves the use of the Apple iPad. During this pilot program, the school will provide designated staff and students an iPad to use during the school day with predetermined applications installed. Through the course of the school year there will be data gathered on the actual and potential uses of this device.

All users of the iPad are required to review this document, as well as sign an agreement with the school to protect the hardware and software inherent with this technology. Participation in this initiative also requires frequent review with the administration, Professional Development Staff, and MIS department to assess the included components and level use of the instructional Day.

iPad Policy

Student use of the iPad in school falls under the guidelines of the school’s Acceptable Use Policy. Access to the Internet is monitored through our school’s content filtering software and all rules and expectations are applied to the use of the iPad. All applications, activity and documents stored on the iPad are the Property of Decatur Public Schools and are subject to regular reviewing and monitoring.

Students should not:

• Remove the iPad from the school premises.

• Leave the iPad unattended.

• Modify the iPad in any way other than instructed by the administrator or other district personnel. (this includes adding/deleting apps or modifying the home screen layout)

• Exchange iPads with another student.

• Allow other students to retain or remove iPad from their presence.

• Apply any permanent marks, decorations, or modifications to the iPad.

• Remove the supplied cover for the iPad.

• Synchronize the iPad with another computer outside the school.
• Clear or disable browsing history or set password protection on the device.

• Disable the iPad or its applications.

Failure to comply with these 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

Use of the iPad will require a few necessary tasks to keep the device performing well.

  o Clean the screen often with the provided cleaning towels.

  o Make sure your hands are clean before using.

  o Keep away from food and drink

  o Charge the iPad with the included charger or iPad cart.

  o Document any software/hardware issues to your teacher as soon as possible.

  o Secure the iPad in the provided cart when not in use.

  o Report to the teacher or administrator any violations you see.

Applications

All applications on this device are preinstalled on each iPad based on the district’s mobile learning policy. Throughout this pilot, applications may be added or deleted as determined by the district. The adding of applications is subject to the iPad application policy. Purchasing and installing these applications is the responsibility of the district. The student user is not to install or delete any applications.

Reporting Technical Issues

Any errors or problems with the iPad should be reported as soon as practical. This can be done by informing any staff member. 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 this device. Damage due to a determined accidental caused will be addressed by the district through normal procedures. Damage due to negligence may result in the student assuming the financial responsibility of replacement of the iPad. Student use of the iPad off school grounds may be revoked at anytime by administration.