

# **Lindale Independent School District**

## **Staff iPad/Mobile Device Policy, Procedures and Information**

### **2021 - 2022**

The focus of the iPad Program at Lindale ISD is to provide tools and resources to the 21st Century Educator. Excellence in education requires technology to be seamlessly integrated throughout the educational program. The use of mobile devices provides a simple and portable way to manage information and allows teachers constant access to educational opportunities.

Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with mobile devices integrate technology into the curriculum anytime, anyplace.

The policies, procedures, and information within this document apply to **all mobile devices** used at Lindale ISD, including any other device considered by the Administration to come under this policy.

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## **1. RECEIVING YOUR iPad & iPad CHECK-IN**

### **1.1 Receiving Your iPad**

iPads will be distributed to staff after confirmation of employment provided by the Administration Office. Staff will be notified by the Administration Office when the iPad is available for pick up.

### **1.2 iPad Check-in**

Individual school iPads and accessories must be renewed by or returned to your campus library no later than the last day of the school calendar year, so they can be checked for serviceability. Staff who terminate employment with Lindale ISD for any reason must return their individual school iPad by the date of termination.

### **1.3 Check-in Fines**

If staff fail to return their assigned iPad by May 30th or upon termination of employment with Lindale ISD, that staff member will be subject to criminal prosecution or civil liability. Staff will also pay the replacement cost of the iPad. Failure to return the iPad will result in a theft report being filed with the Lindale Police Department. Furthermore, staff will be responsible for any damage to their iPad, consistent with the District's iPad Agreement and must return the iPad and accessories to Lindale ISD in satisfactory condition.

## **2. TAKING CARE OF YOUR iPad**

Staff are responsible for the general care of the iPad they have been issued by the district. iPads that are broken or fail to work properly must be taken to the Library/Media Center for an evaluation of the equipment.

### **2.1 General Precautions**

- The iPad is district property and all users will follow this policy and the Lindale “Acceptable Use Policy” for technology.
- Only use a clean, soft cloth to clean the screen, do not use cleansers of any type.
- 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 Lindale ISD.
- iPads must never be left in any unsupervised area.
- Do not plug any unauthorized devices into iPad, such as fans, reading lights, etc.

### **2.2 Carrying the iPad**

The protective case provided with the iPad have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- iPads should always be within a protective case when carried.
- Do not keep papers, folders and workbooks in the iPad case to avoid placing too much pressure and weight on the iPad screen.

### **2.3 Screen Care**

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- 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.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

## **3. MANAGING YOUR FILES & SAVING YOUR WORK**

### **3.1 Saving to the iPad/Home Directory**

It is recommended staff e-mail documents to themselves for storage on a flash drive. Staff may also use Google Docs/Drive. Storage space will be available on the iPad—BUT it will NOT be backed up in case of re-imaging. It is the staff’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

### **3.2 Network Connectivity**

The Lindale ISD makes no guarantee the LISD network will be up and running 100% of the time. In the rare case the network is down, the district will not be responsible for lost or missing data.

## **4. SOFTWARE ON iPADS**

### **4.1 Originally Installed Software**

The software/Apps originally installed by Lindale ISD must remain on the iPad in usable condition and be easily accessible at all times. From time to time the district may add software applications for use in a particular course. The licenses for this software require that the software be deleted from iPads at the completion of the course.

### **4.2 Procedure for re-loading software**

If technical difficulties occur or illegal software is discovered, the iPad may need to be reset to a factory new condition. The district does not accept responsibility for the loss of any software or documents deleted due to a reformat and re-image.

### **4.3 Software upgrades**

Upgrade versions of licensed software/apps are available from time to time. Most software upgrades are automatic. Staff may be required to check in their iPads for periodic updates and syncing.

## **5. ACCEPTABLE USE**

The use of the Lindale Independent School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by Lindale Independent School District is not transferable or extendible by staff to people or groups outside the district and terminates when a staff member is no longer employed by the Lindale Independent School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the district technology resources may be denied, and the appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including suspension for staff. When applicable, law enforcement agencies may be involved.

### **5.1 District Responsibilities are to:**

- Provide Internet and Email access to its staff.
- Provide network data storage areas.
- Be treated similar to all other district technology. Lindale ISD reserves the right to review, monitor, and restrict information stored on or transmitted via Lindale ISD owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance in doing research and help assure staff compliance of the acceptable use policy.
- Provide information on the appropriate use of the iPad.

### **5.2 Staff are Responsible for:**

- Using computers/devices in a responsible and ethical manner.
- Obeying general district rules concerning behavior and communication that apply to iPad/computer use.
- Using all technology resources in an appropriate manner so as to not damage district equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the staff's own negligence, errors, or omissions. Use of any information obtained via Lindale Independent School District's designated Internet System is at your own risk. Lindale Independent School District specifically denies any responsibility for the accuracy or quality of information

obtained through its services.

- Helping Lindale Independent School District protect the computer system/device by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Turning off and securing their iPad after they are done working to protect their work and information.
- Notifying an administrator as soon as possible, if an email containing inappropriate or abusive language or subject matter is questionable.

### 5.3 Staff Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing School Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of outside data disks or external attachments without prior approval from the administration
- Spamming-Sending mass or inappropriate emails
- Gaining access to other staff members' accounts, files, and/or data
- Use of the district's internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (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) of district equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Lindale ISD web filter
- Use of the camera or video to take and/or distribute inappropriate or unethical material.

### 5.4 iPad Care

Staff will be held responsible for maintaining their individual iPads and keeping them in good working order.

- Only labels or stickers approved by the Lindale ISD may be applied to the device.
- iPad cases furnished by the school district must be returned with only normal wear and no alterations.
- iPads that malfunction or are damaged must be reported to the district. The school district will be responsible for repairing iPads that malfunction. iPads that have been damaged from staff misuse, neglect, etc. or are accidentally damaged will be repaired with cost being the responsibility of the staff member. Staff are responsible for any and all damage.
- iPads that are stolen must be reported immediately to the Administrative office and the Police Department.
- iPads that are lost must be reported immediately to the Principal or Administrative office.

### 5.5 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask an administrator.
- Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the Lindale School District.

## 5.6 Staff Discipline

If a staff member violates any part of the above policy, he/she will be subject to consequences deemed appropriate by district administrators.

## 6. PROTECTING & STORING YOUR IPAD

### 6.1 iPad Identification

Staff iPads will be labeled in the manner specified by the school. iPads may be identified in the following ways:

- Record of serial number
- Lindale ISD Label

### 6.2 MAINTENANCE

During the term of issuance, the District shall be responsible for the maintenance of the property resulting from normal usage. If the property malfunctions or is damaged in any way, you must notify the District immediately, and the District will repair or replace the defective property. However, if the malfunction is the result of abuse, neglect, misuse, alterations, or modifications, you will be assessed a repair/replacement fee. (see Cost of Repairs schedule in section 8)

**ADDITIONAL INFORMATION:** A staff member **MUST** file a police report for iPad theft, vandalism and/or other criminal acts or in case of fire, a fire report, before the District will replace the iPad. A copy of the police/fire report must be provided to the Principal or Administrative office.

**INTENTIONAL DAMAGE:** Staff are responsible for full payment of intentional damages to iPads. If a staff member fails to submit full payment for the iPad by May 30th of each school year or upon termination of employment at Lindale ISD, that staff member will be subject to criminal prosecution or civil liability.

## 7. REPAIRING YOUR IPAD

### 7.1 iPad Issuance

The Lindale ISD iPads are provided to staff. However if the device is damaged and no longer usable or lost as a result of theft, the staff member is responsible for the partial or full replacement cost of the device or repair costs as determined by the district. (see Cost of Repairs schedule in section 8)

### 7.2 Stolen or Destroyed iPads

Staff must file a police or fire report and bring a copy of the report to the campus or administrative office before an iPad can be replaced by the district.

## 8. COST OF REPAIRS

Staff will be held responsible for loss of iPad and ALL damage to their iPads including, but not limited to: broken screens, cracked plastic pieces, iPad becomes inoperable, etc. Should the cost to repair exceed the cost of purchasing a new device, the staff member will pay for partial or full replacement value determined by fee schedule. Lost items such as chargers and cables will be charged the actual replacement cost. **\*\* ALL unpaid charges owed to Lindale ISD will be deducted from the employee's paycheck on the last month of each fiscal year or last month of employment.**

| Conditions                                                                              | Fees Assessed                                                                    |
|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| Damaged<br>Broken Screen, cracked plastic,<br>other damages                             | 1st Incident→\$30, 2nd Incident→\$40,<br>All Other Incidents→Full Cost of Repair |
| Total Loss<br>Stolen iPad(Police Report Required),<br>Destroyed/Inoperable or Lost iPad | 1st incident \$100 for replacement, \$299 subsequent incidents                   |

**\*\*Power adapter (\$20), Cord (\$20), Cover (\$35) are sold by the district. These items require a full replacement cost with the same exact item.**