

# Ramsey Middle School iPad Policies

## General Information

- \*All SPPS students are eligible to receive a district-issued iPad for educational purposes.
- \*Parents may request for their student not to have an iPad, or for it to be used in-school only.
- \*Parents and students are required to sign a Technology Use Agreement (either in iUpdate or paper format). Students' paper copies are kept on file in the Library Workroom.
- \*Students who receive an iPad also receive one charging brick & cord. The charger is to be used at home each night to charge the iPad. Chargers are not to be brought to school.
- \*Name labels, SPPS labels and asset tag barcodes are to remain on the assigned iPad, in a legible condition.
- \*Students are expected to retain possession of their own iPad, in its complete state, as well as their personal login information and passcodes.
- \*If a student moves to another SPPS school the iPad travels with them.
- \*If a student leaves SPPS schools, the iPad and charging brick/cord are returned to Ramsey.

**Ramsey Students will receive iPad #1 at start of school year, or when enrolled.  
If iPad #1 is damaged, lost or stolen, a replacement will be provided - iPad #2.  
If iPad #2 is also damaged, lost or stolen due to negligent student behaviors, no other iPad will be issued.**

See below for specific expectations and resulting actions concerning iPad use & care.

### Expectation: Keyboard/Cover

The Logitech keyboard acts as a protective cover for the glass screen of the iPad.

Ramsey's **expectation is that the cover is attached and closed** whenever

- the iPad is not in use
- the iPad is being carried between locations
- the iPad is in a student's backpack

Staff Responses for:

#### Missing keyboard

#### Traveling without the keyboard/cover attached

1. Staff member **verbally reminds** student to attach the keyboard to iPad.
2. If **same Staff member** observes student without keyboard a **second time**, she/he **emails Tech TOSA to place Site Discretion Lock** on student's iPad.
3. Tech TOSA reteaches expectations when student requests removal of Site Lock. Return of iPad at that time will be determined on case-by-case basis with the individual student.
- 4.

#### Keyboards - Covered by Warranty

(Example: keys popping off through no fault of the student.)

Procedure: Student fills out form. Service Ticket submitted. A replacement keyboard will be issued and student will be issued a pass to Library when ready.

**Damage to Keyboards - Not Covered by Warranty**

Procedure: Student fills out form describing damage. Service Ticket submitted. Keyboard ordered through eProcurement. Student called to Library when ready. **Tech TOSA will review expectations for keyboard care and use when new keyboard is issued.** Family will be contacted for donation toward replacement costs.

Maximum: Three (3) keyboards issued to any individual student.

**Charging Brick/Cord - Covered by Warranty**

Procedure: Student brings both brick & cord to Tech TOSA for determination of which is malfunctioning. Service Ticket is submitted. Field Tech returns charging equipment to 1930 Como for replacement.

**Damage to Chargers - Not Covered by Warranty**

Procedure: Student fills out form describing damage. Replacement requested through eProcurement. Parent notified with request to contribute toward cost. Student called to Library when equipment is received.

**Case, Screen, or Entire iPad Damaged**

Student fills out form describing when, where & how damage occurred. Service Ticket submitted. A replacement iPad will be issued. Pass to Library provided when ready.

**Ramsey policy is no more than three (3) iPads** will be provided to any single student if there are repeated issues with the proper use and care of the devices. **Tech TOSA and/or Administrator will review expectations and/or the Tech Use Agreement with student after second damaged iPad. Family contacted by Administrator or School Counselor.**

**iPad Parts Swapping/Hacking/disassembling etc.**

Students are expected to keep their assigned iPad fully intact.

This is a Level 2 per the Student Rights and Responsibilities Handbook:

1. Student Conference with Administrator; Verbal warning + Parent Notification
2. Student Conference, Parent Notification, Loss of iPad Privilege TBD by administration
3. Loss of iPad privileges for a longer period time, possibly the end of the year

**Outside Gym/P.E. Classes**

Students are to leave their iPads in their own locker prior to P.E./Health. iPads are not to be left on the floor or on recycling bins during class.

Administration will follow up with PE/Health Teachers - they need to send students back to their lockers if they are unable to bring binders into gym space.

**Cafeteria**

Students are to leave their iPads in their own locker prior to Lunch. Supervising lunchroom staff will send students back to their lockers to store iPad securely.