



## Whale Branch Middle School

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### One-to-One iPad Procedures

#### Student iPad Assignments:

- To be eligible to receive an iPad, students must return the BCSD Student Pledge for One-to-One In-School iPad Use agreement. **The form must be signed by the student and a parent.**
- Student pledge forms will be collected by homeroom teachers, put in alphabetical order and then given to the Tech System Support Specialist during iPad checkout process.
- Initial checkout will occur in Media Center by School Tech and Media Specialist through Follett Destiny.
- Copies of the assignment sheets will be kept in the cart and given to the following:
  - Each classroom teacher
  - The tech support member
  - Office Staff
  - Administration (Principal and Assistant Principal)
- Students will be using their 5 digit network information to create the pass lock for the device. If the student does not remember this pass lock, the teacher has access to it on the share drive or the student should have this information on a label in their agenda book.
- Students will be trained by BCSD Technology Staff on enrolling their iPad, setting up their pass lock, home screen, and lock screen.
- New students receive iPads in accordance with above requirements as soon as it is workable for the Media Center.
- Media specialist will provide the teacher with a revised assignment list with the date of the revision typed in the lower left hand corner.

#### 1) iPad Check out

- a) Students will check out their iPads from the carts associated with their classroom with their teacher looking on prior to students leaving the room
- b) **Students who are tardy and do not arrive to school before 8:45** will NOT receive an iPad for that day.

#### 2) iPad Check in

- a) Slot numbers will be pre-assigned by tech services.
- b) Check in of iPads will occur between 2:00 and 2 :20 each day.
- c) Classroom teacher will be responsible for checking the carts for correct count and plugging in devices.

#### 3) Early Dismissal

- a) Students who leave the building before the end of the school day will NOT interrupt classes. Rather, they will leave their iPad with the teacher from where they are dismissed.
- b) **The teacher will lock/store the iPad in a secure cabinet.**
- c) The teacher will give the iPad to the homeroom teacher to allow time to check in the device.
- d) When students return to school the next day, they will pick up their iPad as usual.

#### 4) Substitute Procedure

- a) **Substitutes will NOT be given the combinations to the iPad carts.**
- b) In the event of a substitute, the partner teacher will help with check in and check out of devices.

5) **Areas where iPads are NOT allowed and storage area**

- a) Outside-unless being used for lesson purposes and under teacher supervision.
  - i) Stored in **LOCKED** classroom
- b) Restroom
  - i) Stored in the classroom
  - ii) If between classes students will be directed to put iPad into next classroom prior to use.
- c) Hallways-unless during movement/ transition or under the direction of a teacher.
  - i) Students will be trained to carry iPads with two hands during movement throughout the building.
- d) Field Trips
  - i) Students may only take iPads off campus for field trips where the teacher has stated use on the permission slip for that trip which must be approved by administration.
- e) P.E. Outside
  - i) Stored in a locked closet
- f) Off Campus
  - i) Student may NOT take iPads off campus for any reason other than a field trip where permission has been granted on a permission slip prior to trip.

6) **Repair Procedures**

- a) If a student needs repair of device or is locked out of a device for any reason, he or she will complete an incident form supplied to each teacher by Sue Tomlinson.
- b) Student will tape the repair form to the iPad.
- c) Students will continue to rotate through the schedule as normal and will NOT return to the cart until the designated check in time.
- d) During check in time, the student will give to the teacher in charge of the cart, and teacher will place on the top shelf of the cart (not returning to slot).
- e) Teacher will complete a help desk ticket noting the cart, iPad number, issue with device and location.
- f) According to the student pledge, students will be using their network information to create the pass lock for the device. If the student does not remember this pass lock, the teacher has access to it on the share drive or the label inside the Student Agenda Book.
- g) Students will receive consequence if he/she changes the pass lock to something other than what has been assigned and then locks his/her self out of the device.
- h) Teachers may check for WIFI connection issues if able or try to shut downs for various issues; however, all lock outs and major repairs should follow the repair procedures outlined above.

7) **Confiscation and Loss of Privileges**

- a) iPads will be confiscated and students will lose privileges for violations of the Student Pledge, violations of BCSD Student Technology Acceptable Use Guidelines, and/or violations of the law.
- b) All violations of school and district policy will be handled in accordance with the Beaufort County School District Student Code of Conduct.
  - i) Potential consequences include: parental notification, loss of privilege, detention/suspension from school, notification of law enforcement.
- c) When an iPad is confiscated the teacher will notify the school tech and an administrator.
  - i) The teacher will store the iPad in a locked cabinet and submit the referral to administration.

8) **Weekly Reports**

- a) Weekly reports of devices not reporting to the server will be submitted to school administration.
- b) Administration and the School Resource Officer will be tasked with tracking down missing devices.