



STUDENT EDITION

It is the vision of Manheim Township School District that students are engaged in an innovative curriculum that, through the strategic use of technology, empowers them to control their learning and development by fostering the essential skills of critical thinking, communication, collaboration, and creativity.

MANHEIM TOWNSHIP SCHOOL DISTRICT

Student iPad Handbook

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The policies, procedures, and information within this document apply to all iPads used within the Manheim Township School District, including any other device considered by administration to come under this policy. Teachers may set additional requirements for use in their classrooms.

iPad Procedures

1.0

iPad Distribution

Every student attending Manheim Township will be given an iPad for educational purposes. Students have the opportunity to purchase an Optional iPad Protection Plan.

1.1

iPad Return

Students must return the iPad, Case, Charging Brick, and Charging Cable upon Graduation or when transferring out of the Manheim Township School District.

Students may at times also be issued a Stylus, Mouse, or other Interactive/Assistive Technology Accessories. These must also be returned upon exiting the District.

Students failing to return these items may be subject to criminal prosecution or civil liability. Students may also be charged a fee to cover the replacement costs of the iPad/accessories in the event these items are lost or damaged.

Manheim Township School District reserves the right to collect iPads and accessories at any time to ensure continued proper functionality.

iPad Care

2.0

Your Responsibility

Students are responsible for the general care of their iPads and accessories. Any equipment that is broken or fails to work properly should be immediately reported to a MTSD Staff member so that repairs or replacements can be handled promptly.

2.1

General Precautions

- Use only a clean, soft cloth to clean the screen. Do not use cleansers of any type.
- Use caution when inserting/removing cords and cables into the device to prevent damage.
- Do not use any stickers, labels, markers, tape, glitter, and/or anything else that would deface the iPad or iPad case.
- Always carry your iPad with two hands.
- Have your device's battery charged for school each day.
- Must have school-issued iPad case on at all times.
- Install iPadOS updates as they become available

2.2

Caring For Your iPad

The iPad's screen is very delicate.

Examples of activities that may damage your screen include, but are not limited to:

- dropping your backpack on the floor with the iPad inside.
- leaning on top of the device when the cover is closed.
- setting the device on the floor where it could be stepped on.
- placing anything in the case that will press against the cover.
- bumping the device against lockers, walls, car doors, floors, etc.
- dropping anything on your device.
- using a screen protector on your iPad.

iPad Usage

3.0

Using Your iPad at School

iPads are required for school each day. In addition to teacher instruction, various iPad apps allow access to messages, announcements, calendars, and schedules. iPads must be brought to class unless you are specifically notified otherwise.

3.1

iPads Left at Home

If an iPad is left at home, the student is still required to complete coursework as if he/she had an iPad present. If a student repeatedly leaves their device at home, he/she could be subject to a consequence at the teacher or administrator's discretion.

3.2

Charging Your iPad

Fully charged iPads are important for success at school each day. Students should develop a habit of charging their iPads each evening, as a full nightly charge will allow the iPad to operate all day. If a student's iPad is repeatedly not charged during the school day, he/she could be subject to a consequence at the teacher or administrator's discretion.

iPad Usage *continued*

3.3

Screensaver and Background Images

Inappropriate media may not be used as a screensaver or background photo. Examples of inappropriate media include, but are not limited to: images of weapons, drugs, alcohol, gang-related symbols, inappropriate language, and/or inappropriate sexual content.

3.4

Apps

Student devices do not have access to the App Store. All apps are district-provided through Self Service. Students are not permitted to add unapproved apps/software to their iPad.

iPad Files and Data

4.0

Saving Your Work

Storage space will be available on the iPad. Students have the capability to back up their device via Google Drive or in Apple's iCloud with their MT managed Apple ID. MTSD will NOT back up devices during repairs or re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for failure to submit work or submitting late work.

Student Instructions for Setting up Managed Apple ID for iCloud are included in the Appendix.

District Policies

5.0

Policies

The use of MTSD's technology resources is a privilege, not a right. The privilege is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled. This handbook 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 handbook, privileges may be terminated, access to district technology may be denied, and appropriate disciplinary action shall be applied, which may include suspension, expulsion, and criminal prosecution.

Board Policy states:

- Electronic devices are to be used for educational purposes.
- Students may not take pictures or videos without the permission of a teacher.
- Cyberbullying may be handled as a criminal offense.
- iPads are considered school property and willful damage may be subject to disciplinary measures.
- Students have no expectation of privacy when using district-issued technology.

Please refer to MTSD School Board policies in the **Appendix** of this packet for a list of MTSD School Board policies regarding network and device use and responsibilities.

5.1

Parent/Guardian Responsibility

Talk to your students about the values and the standards they should follow on the use of the Internet, just as you do on the use of all media information sources like television, phones, movies, and music.

District Guidelines

6.0

Theft and Loss

Theft

Any theft must be reported immediately to MTSD staff **and to the police** within 24 hours. Manheim Township School District may assist students in retrieving stolen iPads. Students who submit a copy of the police report to MTSD will not be held financially responsible for the stolen item(s). Any fraudulent reports may result in disciplinary action.

Loss

Students will be responsible for reporting a lost iPad to MTSD staff within one school day. MTSD may assist in retrieving lost iPads; however, if an iPad cannot be recovered, the student will be held financially responsible for replacement.

6.1

Legal Propriety

Students are required to follow all laws, including but not limited to:

- Complying with trademark and copyright laws and all license agreements. If you are unsure, ask a member of the MTSD staff or a parent/guardian.
- Plagiarism is a violation of the Manheim Township School District Code of Conduct. 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 and federal law will result in criminal prosecution or disciplinary action by the District.

Appendix

Manheim Township School District School Board Policies

<https://www.mtwp.net/school-board/>

- [**MTSD School Board Policy 220**](#)
Student Expression/Distribution and Posting of Materials
- [**MTSD School Board Policy 224**](#)
Care of School Property
- [**MTSD School Board Policy 237**](#)
Electronic Devices
- [**MTSD School Board Policy 249**](#)
Bullying/Cyberbullying
- [**MTSD School Board Policy 815**](#)
Acceptable Computer Equipment and Network Use
- [**MTSD School Board Policy 831**](#)
Use of Livestream Video on School District Property

Student Instructions for Setting up Managed Apple ID for iCloud

Apple allows schools to provide students with Managed Apple IDs that give students 200GB of free storage in iCloud. This space can be used for backing up data as well as collaborating on documents using Apple's native productivity apps (Keynote, Numbers, Pages, etc.). Students should use their Managed Apple ID (username@students.mtwp.net) and password during iPad Distribution. The following instructions demonstrate how you can log into that account on your school issued iPad.

1. First open your Settings app.
2. Tap on "Sign into your iPad" on the left side of the settings screen.
NOTE: if you have already signed in with a personal account, you will need to select your name and then choose to sign out.
3. Next you will need to sign in using your Managed Apple ID (username@students.mtwp.net) and regular MTSD password.
4. If you want to backup your iPad you can check your settings to make sure iCloud Backup is turned on. To check that, tap on your name in the main Settings screen.
5. On the right side you should see iCloud Backup near the bottom of the list. If it is off, tap iCloud Backup and on the next screen turn it on.
6. If you get a message that says your iPad will no longer backup automatically to your computer, tap "OK".
7. Once iCloud Backup is turned on, you should have an option to "Back Up Now". You can tap that at any time to initiate a backup. **NOTE:** you need to be connected to a network to backup to iCloud.

