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# Apple iOS Devices (iPods and iPads) Acceptable Use and Accountability Procedures for Schools

The Wake County Public School System (WCPSS) provides access/use of iOS devices to students, faculty, staff, and administration as part of its educational mission. This availability can provide access to a wealth of information and resources to supplement classroom learning. WCPSS is also aware that the Internet access that the iOS device provides can pose risks, especially for children who use it without permission and without supervision. In an effort to help increase the safety of all children who use the iOS device as a resource, the district has adopted an Acceptable Use Policy to help monitor compliance and safety. In addition, we would like to ensure the cost effectiveness of the District’s decision to fund the iOS device as a classroom resource.

One of the most critical points of consideration for teachers and their role in this Acceptable Use Policy involves effectively monitoring the use, distribution and collection of iOS devices. Therefore, in order to minimize loss, damage and unauthorized use of iOS devices, the following procedures should be adhered to:

* The use of the Internet through the District’s equipment via e-mail, chat rooms, the World Wide Web, instant messaging, and other forms of communication accessing the Internet must be monitored. Please refer to WCPSS Acceptable Use Policies 2313 and 6446.
* The review of guidelines for use is an expectation. All users must be made aware of the responsibilities they are held accountable to when they are using the iOS device that they have been issued. Teachers are to verbally review the students’ Acceptable Use procedures letter with all students using the iOS devices. Please see students’ Acceptable Use procedures letter.
* The distribution of equipment should be accompanied by an accountability log that documents who has been issued an iOS device. After the iOS device has been assigned to a student, the teacher should make sure each day that the iOS device is only used by the student/students of whom the iOS device has been assigned.
* The daily collection of iOS devices should be documented so that all equipment that has been issued is checked against the accountability log sheet. Please see the Accountability Log Sheet template provided.

Following the procedures outlined above will enable the WCPSS to continue providing its staff with resources that will support the District’s efforts to assist students in becoming globally competitive. Please complete the agreement form below to indicate your adherence.

**WCPSS iOS Devices (iPods and iPads) Acceptable Use and Accountability Agreement for Teachers**

I understand and will adhere to the above procedures. I further understand that my efforts to document/monitor the distribution and collection of iOS devices are a part of my regular duties and responsibilities as a teacher. In addition, I understand my responsibility to monitor my students’ use of the iOS device when they are under my supervision. I further understand that if I fail to follow the procedures, I may face disciplinary action in accordance with WCPSS policies and state law.

Teacher's Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note:** The following standards of accountability, as outlined in the North Carolina Department of Instruction Teacher Evaluation Instrument, are applicable when iOS devices are a part of your instructional duties and responsibilities : Standards I-D, I-E, II-B, II-C, II-E, III-D, IV-A, IV-C, IV-D, IV-G, etc.