

# Williams Elementary School

## iPad Standard Operating Procedure

- iPads will only be used at a desk/table unless directly supervised by teacher who has a direct line of vision to the iPad.
- iPads will be used away from food and drink.
- Students will only use their *own* iPad.
- When walking with an iPad, students will use two hands and/or hold the iPad against their body.
- Teachers and the Technology Team will have control of adding/deleting apps.
- iPads will be used without having a passcode (unless set up by the teacher) or sorting apps into folders.
- All pictures will be directly related to academic work.
- Any iPad “free time” will be spent on educational games or websites approved by the teacher.
- Music will be used solely for educational purposes.
- When not in use iPads need to be stored in the classroom storage areas. Headphones need to be unplugged from the iPad while stored and iPads need to be plugged in to charge. Reference picture below.



## Violations of the SOP

Teachers will use their professional discretion when determining consequences for minor violations of the SOP.

### Downloading or viewing inappropriate images or websites.

1st Offense: Parents and Principal will be contacted and recorded in the Google Doc. Student will lose their iPad for two weeks.

2nd Offense: Parents and Principal will be contacted and recorded in the Google Doc. Student will lose their iPad for one month.

3rd Offense: Parents and Principal will be contacted and recorded in the Google Doc. Student will lose their iPad for the remainder of the school year.