

Howard Suamico School District

“*Serving...Learning...Achieving...Together*”

Understanding your iPad

As students prepare for the 21st century workforce they need to be prepared with a different set of skills than what was required just a decade ago. Students must be equipped with 21st Century skills of creativity, critical thinking /problem solving, communication, collaboration and having the technological literacy to become a digital citizen.

Students need to develop search and retrieval skills so they can quickly find, analyze, synthesize and communicate information with colleagues. They need to collaborate within a global community of colleagues and customers and find creative solutions for problems using the tools of technology.

The Howard Suamico School District wants to ensure students develop the skills and knowledge to succeed in a changing world and we want to help students responsibly navigate through this emerging world. Using an Apple iPad helps us create a seamless and dynamic educational experience for students in Grades 3-8 in meeting the challenges of the 21st Century.

The goals of the student assigned devices program are to:

- Enhance and accelerate learning through the use of digital devices
- Leverage technology for individualizing instruction
- Promote collaboration among students and increase student engagement
- Strengthen the 21st Century skills necessary for future success

The HSSD Digital Transformation represents a shift to a more dynamic and engaging learning experience for students in all academic areas – powered by new mobile technologies – and, facilitated by skilled and tech savvy educators. Moreover, the initiative encompasses transformed instructional approaches based on professional development and administrative systems that support the change management and infrastructure necessary to more actively engage students in the learning process.

Apps & Downloads

School owned iPads may not be synced to any other computer.

Applications (Apps) will be downloaded (synced) at school. In order to manage this process, common sync days will be set by the school. Sync days require all iPads to be returned to school for updates and maintenance.

All apps will be purchased by the District for academic use and are the property of the Howard Suamico School District. Devices are checked out to students in the fall and returned to the school at the end of the year, just as textbooks are assigned.

iPad Security

iPads should not be left unattended. When not in your personal possession the iPad should be in a secure, locked environment. Unattended iPads will be collected and stored in the school's media center.

Each iPad is assigned to an individual and the responsibility for the care of the iPad solely rests with that individual. Do not lend your iPad to another person.

Each iPad has a unique identification number and at no time should the numbers or labels be modified or removed.

Students should add a passcode to their iPad to help secure their personal information on the iPad.

District Policies about Technology

Access to the technology in the Howard Suamico School District has been established for educational purposes. All electronic / technology equipment must be used in support of the educational program of the District. This access may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies.

Failure to comply with the District policies or the guidelines stated in this document for care and use of the iPad may result in the loss of privilege to take the iPad home or use the iPad in general. Specific policies that apply:

- 7540.03 - STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY
- 7540.07 - SOCIAL MEDIA/ELECTRONIC COMMUNICATIONS
- 7540.01 - TECHNOLOGY PRIVACY
- 7540 - COMPUTER TECHNOLOGY NETWORK, AND INTERNET ACCEPTABLE USE AND SAFETY

The iPad is the property of Howard Suamico School District and as a result may be seized and reviewed at any time. **The student should have NO expectation of privacy of materials found on an iPad.**

Care of your iPad

iPad Care

Carefully transport your iPad to school every day. Avoid placing weight on the iPad. Never throw or slide an iPad. Never expose an iPad to long-term temperature extremes or direct sunlight. An automobile is not a good place to store an iPad.

iPad Screen

The iPad is an electronic device; handle it with care. Never throw a book bag that contains an iPad. Never place an iPad in a book bag that contains food, liquids, heavy or sharp objects. While the iPad is scratch resistant, it is not scratch proof. Avoid using any sharp object(s) on the iPad. The iPad screen is glass and is vulnerable to cracking. Never place heavy objects on top of the iPad and never drop your iPad. Careful placement in your backpack is important.

iPads do not respond well to liquids. Avoid applying liquids to the iPad. The iPad can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad. Use of unapproved cleaners may remove the protective film covering the face of the iPad.

iPad Cameras & Microphone

The iPad comes equipped with audio and video recording capabilities through a built-in microphone and front and rear-facing cameras. All electronic recordings created with the device must comply with District policies and State and Federal laws. District policy prohibits the use of electronic recording devices in a manner that compromises the privacy interests of other individuals (District Policy 9151). District policy also prohibits harassment and bullying (District Policy 5517.01). Users of the iPad device are required to use the device in a manner that complies with these and other District policies. Use of the iPad in a manner that violates District policy may result in revocation of the device and may result in further disciplinary consequence.

Use of the iPad and any other devices with audio and video recording capabilities during instructional time is at the discretion of the teacher and the student must obtain prior approval to use the device for such purposes. Any electronic recordings obtained with the recording device are for instructional /educational purposes and individual use. Therefore, electronic recordings obtained with the iPad may not be shared, published or rebroadcasted for any reason by the student without permission. Furthermore, users of the iPad should be aware that State and Federal laws in many instances prohibit secret or surreptitious recording undertaken without the knowledge and consent of the person or persons being recorded. Violations of State and Federal recording laws may be reported to the proper authorities and may result in criminal prosecution.

iPad Case

Your iPad comes with a school issued case. The purpose of the case is to protect the iPad, especially while the iPad is being transported. When not in use, closing the iPad case will save battery life and protect the screen. The iPad must remain in the school issued protective case at all times. Students may not decorate and individualize this case. No stickers or any other items should be attached to the iPad itself unless placed there by school staff.

iPad Battery

The iPad should be charged, using the provided wall charger, and brought to school ready to use each day. Fully charged iPad batteries will typically last 12 – 15 hours of use. Waiting to charge the iPad until the charge is low (less than 20% life or red indicator light) will extend the battery life. It is the student's responsibility to charge the iPad at home and ensure it is ready for use in school each day. Failure to do so may result in the student's inability to participate in classroom learning activities.

Lost, Stolen, Damaged iPads

If the iPad is lost, it must be reported to the Media Center staff as soon as possible. It may be the responsibility of the student and family to recover or replace the lost iPad. If necessary, the District and the police will assist in recovery.

Do not attempt to gain access to the internal electronics or repair your iPad. If your iPad fails to work or is damaged, report the problem to the School Media Center as soon as possible. iPad repair/replacement options will be determined by the School Media Center staff. You may be issued a temporary iPad or other materials until your iPad is working properly or replaced. If the iPad is experiencing technical difficulties outside of school hours, you will need to wait until you return to school to fix it.

Most repairs will be completed during the summer months while the iPads are updated for the new school year. Damage that renders the iPad unusable will be completed during the school year. Replacement fees may be assessed for lost or damaged items.

The District insurance program protects families from expensive repair costs. The iPad insurance cost is \$35 annually and covers warranty related problems, accidental damage, and theft from forced entry, but does not cover lost devices. The replacement costs are reflected below:

- Replacement cost for the provided iPad cord is \$25
- Replacement cost for the charging brick is \$20
- Replacement cost for the entire iPad is \$499

Students who leave the Howard Suamico School District during the school year must return the iPad to the Media Center, along with any other accessories at the time they leave.

Parent's Guide

Common Sense Media Agreement for Parents and Teens in High School

The Common Sense Family Media Agreement is a checklist that parents can use to guide conversations with their kids about media use. It's designed to help parents establish guidelines and expectations around media use and behavior that are right for their families. Some families are comfortable using it as a signed agreement. Others refer to use it simply as a checklist to guide conversations. Either way it's a great way to help parents and kids get on the same page about media and technology use.

<http://www.common sense media.org/sites/default/files/1-to-1-phase3-familymediagreements.pdf>

Cyber Safety

Cyber-safety is an important parent-child discussion to revisit frequently, from elementary school through high school. Experts warn that children are most vulnerable to online dangers while accessing material in their own home. The following suggestions are drawn from a wide variety of professional sources that may aid you in effectively guiding your child's use of the iPad and other technology devices.

In accordance with the District's Electronic Technologies Acceptable Use Policy, outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the District's educational technologies, including school-issued email accounts and the Internet if the student is accessing the District's electronic technologies from home or through other remote location(s).

Put the iPad to bed, but not in the bedroom

Experts suggest keeping all technology devices from cell phones to iPads, in a common family room overnight to discourage late night, unmonitored use and sleep disruption. Don't allow your teen to sleep with the iPad, laptop or cell phone. Remember to model appropriate use and balance of technology in your own life too!

Don't allow your teen to sleep with an iPad, computer or cell phone.

Filter Access

Filtering software is not built in to the iPad. The District provides filters and blocks potentially harmful sites on the school's wireless network so students can't access them; children often have complete, unrestricted access to inappropriate sites at home. Experts strongly suggest installing software to filter and block inappropriate content on your wireless home network. Some possible filters to consider include OpenDNS (free version available SafeEyes and NetNanny. Some of these products offer additional protection features such as cell phone filtering, text message and photo screening tools, and digital footprint/reputation monitoring.

Set Expectations

Regularly share your expectations with your child about accessing only appropriate sites and content, as well as being a good person when online (even when parents aren't watching). Outside of school, it is likely that your child has already been confronted with multiple opportunities to access content that parents wouldn't approve, such as pornography, hate sites, celebrity gossip, reality TV personal blogs and more, all of which may influence your teen's beliefs, values and behavior. Understand that your teens use of many technologies (such as iPods, video game systems and cell phones) likely give them the ability to connect to unfiltered public wireless networks (such as in a library or coffee shop, by picking up a neighbors wireless signal, or connecting to the Internet through a cell service.) Therefore, it is important to maintain regular, open dialog about Internet use and access. Discuss your expectation for appropriate use and behavior.

Monitor & Limit Screen Time

Experts suggest having teens surf the Internet in a central place at home, such as the kitchen or family room, rather than away from adult supervision or behind a closed door. Know what your child is doing with technology and how his or her time is being spent. Technology can be a great tool and resource, but also has the potential to be a big distractor. Help your child learn to focus on completing tasks or assignments first before spending time on games, shopping and social networking. Teaching today's children how to manage multiple sources of information and potential distractions is a critical life skill best learned before heading off to college or the workplace.

More helpful websites with Internet safety tips:

Common Sense Media: www.CommonSenseMedia.org

Net Cetera: Chatting with Kids About Being Online (FTC) guide

<http://www.onguardonline.gov/pdf/tec04.pdf>

Questions and Answers

What is the cost to families for the iPad program?

Just as there is no cost to students for textbooks unless lost or damaged, there is no cost to students for the iPad unless lost or damaged.

What does the iPad insurance program cover?

The District iPad insurance plan covers any damage to the iPad, but it does not cover loss or theft unless it is by forced entry (i.e. a locked car was broken into). The cost of the insurance is \$35 per year and should be paid directly to the school. The insurance is non-refundable after 15 days of possession of the device.

May I bring my own iPad to school?

If you are in the iPad program group, you will be asked to use a school-issued iPad due to App licensing and the instructional materials that are loaded on the devices for classroom learning. The school-owned iPad provides a consistent learning platform for all students and teachers in each class.

May I use my iPad in my all my classes? Howard Suamico teachers have the discretion of allowing or not allowing the use of electronic devices during instructional

time. Please respect and follow each of your teacher's instructions. All teachers in Kindergarten through Eighth grade have an iPad and are increasing their use of the iPad as appropriate within the curriculum. If teachers permit use of electronic devices, users must adhere to District technology policies and must be for educational purposes only, and not be a distraction or disruption to learning.

In some instances, non-iPad classes may ask students to partner with students who do not have an iPad for collaborative learning. Students with school-issued iPads should do so willingly so the iPads can benefit more students.

Will the wireless network handle all of the iPads?

Yes, The wireless network has been upgraded in recent years to increase speed and capacity. All students can access the District's Wireless network to use portable computing devices. The wireless network has the same filters the student computer network has and all District Acceptable Use Policies apply to use of the wireless network.

Here are some additional things to review:

- ◇ Anything you do or post online creates a digital record, often called a "Cyber Footprint." Nothing online is totally private, even if it is intended to be. Once digitized, it can be saved, sent and reposted.
- ◇ A good rule of thumb: If you don't want a parent, teacher, principal, future employer or college admissions office to know something, don't post it online. Ask yourself "Would Grandma approve?"
- ◇ "Friends" aren't always who they say they are; undercover police and pedophiles pretend to be kids online. Encourage your teen to only be friends online with friends they know in person. Never give access to personal information, such as a Facebook profile, to people met online.
- ◇ Never post personally identifiable information online. This includes: full name, address, phone number, email, where you are meeting friends or where you hang out. Discuss with your teen how easy it is for someone to find you based on what you post online.
- ◇ Regularly check your privacy settings on all commonly used sites and networks. Ignoring privacy settings on sites like Facebook means your photos, contact information, interests, and possibly even cell phone GPS location could be shared with more than a half-billion people.
- ◇ Cyber-bullying (threatening or harassing another individual through technology) is a growing concern. It takes many forms, such as forwarding a private email, photo, or text message for others to see, starting a rumor, or sending a threatening or aggressive message, often anonymously. Commit to not partake in this behavior