

Flat Rock Hawcreek iPad Handbook

In an effort to provide our students with the tools they need to prepare for the future, Flat Rock Hawcreek School Corporation has implemented a 1 to 1 iPad Program. This handbook will serve as a resource for students and parents.

What is the 1:1 Digital Learning Initiative at FRHC?

- ❖ For the 2015-2016 school year, all 6th-12th grade students were immersed in a technology rich, blended learning environment, which motivates, engages, and challenges students to learn 21st century skills.
- ❖ Each classroom in grades 1-5 have a dedicated cart to allow each student to use an iPad assigned to that student during the school day for the 2015-2016 school year.

Why is FRHC going to a 1:1 initiative?

The district's 1:1 learning goals are

- ❖ To increase student engagement and productivity through personalized learning and equal access to technology, to extend and expand learning beyond the school day—anytime, anywhere learning
- ❖ To provide authentic and relevant learning experiences
- ❖ To increase student achievement and academic rigor
- ❖ To promote inclusion by providing opportunities that level the playing field for children with disabilities in general education classrooms
- ❖ To increase 21st century skill development in collaboration, communication, creativity, critical thinking and problem solving, digital literacy, and global awareness

The 1:1 learning goals align and support our district goals:

- ❖ To ensure that all students have **equal access** to high-quality content that meets their academic, social, emotional, and physical needs (Equity and Excellence)
- ❖ To continuously analyze data on student learning and educator, school, and district performance **to improve student learning** and teaching quality (Data Driven Decisions)
- ❖ To provide an infrastructure of tools, systems, and services that supports district initiatives and **expand the learning environment** for students and families (Infrastructure)

iPAD SPECIFICATIONS

The device selected for use by FRHC for students may vary from grade to grade based curricular need.

1. ISSUING OF iPADS

- ❖ Parents and students must sign and return the Parent-Student iPad Loan Agreement.
- ❖ Please read carefully and make sure you understand all documents before signing them.
- ❖ iPads will be collected at the end of each school year for maintenance, cleaning, and software installation.
- ❖ If possible, students will be reassigned the same iPads each year until iPads are replaced according to our iPad refresh schedule.

2. TAKING CARE OF YOUR iPad

- ❖ Students are responsible for the care of the iPad they have been issued by the school.
- ❖ iPads that are broken or fail to work properly must be taken to the FRHC Technology Dept with a completed iPad Service Request/Incident Report.
- ❖ Never try to repair the iPad yourself or have someone outside the district work on it. FRHC or our approved external vendor will complete all repairs. This is the property of FRHC and third party repairs are not allowed.

2.1 General Precautions

- ❖ No food, drink or pets are allowed next to your iPad. Spills and damages from pets incur costly repairs.
- ❖ Cords and cables must be inserted and removed carefully.
- ❖ iPads should be put to sleep when not in use to conserve battery life.
- ❖ iPads must remain free of any writing, drawing, carving, stickers, labels, skins that are not approved by FRHC .
- ❖ iPads must never be left unsupervised anywhere.
- ❖ Unsupervised iPads may be collected and subject to a temporary time out from student use due to lack of student responsibility.
- ❖ Students are responsible for keeping their iPad battery charged for school use.

2.2 Carrying iPads

- ❖ The protective carrying case provides the iPad with sufficient padding to protect them from normal treatment and provide a suitable means for carrying the device within the school.

2.3 Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. To avoid damage and costly repairs, please adhere to the following rules:

- ❖ Do not lean on the top of the iPad.
- ❖ Do not place anything near the iPad that could put pressure on the screen.
- ❖ Do not place anything in the carrying case that will press against the screen.
- ❖ Do not use sharp objects (pens, pencils, etc.) on the screen. Use an appropriate stylus. Clean the screen only with a soft, dry cloth.

3. USING YOUR iPad AT SCHOOL

- ❖ iPads are intended to be used at school each day. In addition to teacher expectations for iPad use, My Big Campus, announcements, calendars, and schedules may be accessed using the iPad.
- ❖ Students are responsible for bringing their iPad to all classes, unless specifically advised not to do so by their teacher.

3.1 iPads left at Home

If students leave their iPad at home, they must immediately phone parents to bring it to school. Repeated violations of this policy will result in loss of take-home privileges. Failure to bring iPad to school is equivalent to coming to class unprepared.

3.2 iPads Undergoing Repair

- ❖ Loaner iPads or a comparable electronic device may be issued to students when they leave their iPads for repair with the tech department. There may be a delay in getting an iPad or comparable electronic device, should the school not have enough to loan. There is no guarantee of an immediate replacement.

3.3 Charging the iPad Battery

- ❖ iPads must be brought to school each day fully charged. Students need to charge their iPads each evening.
- ❖ Repeated violations will result in loss of take-home privileges.

3.4 Screensavers & Backgrounds

- ❖ Inappropriate media **MAY NOT** be used as a screensaver or background on your iPad. Presence anywhere on the iPad of weapons, pornographic materials, inappropriate language, alcohol, drugs, R- rated, or gang-related symbols or pictures, will result in disciplinary actions.

3.5 Sound

- ❖ Sound must be muted at all times at school unless permission is obtained from the teacher for instructional purposes.
- ❖ If permission for instructional purposes is given, students may use their own earbuds or headsets with assigned iPad for academic / creative work on their assigned iPad.

4. MANAGING FILES AND SAVING WORK

- ❖ Saving to My Big Campus. Students will be logging into our network in order to back up their work. Students have their own user account and folder on MBC with ample space to back up any school-related work. Students will also have access to Office 365 with OneDrive for Business.

5. APPS ON iPADS

5.1 Originally Installed Apps

- ❖ The apps originally installed by FRHC must remain on the iPad in usable condition and easily accessible at all times.
- ❖ The iPad comes with Apple's latest mobile operating system and with additional software/apps.

- ❖ The school has loaded other applications needed for instruction. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be uninstalled at the completion of the course.
- ❖ Periodic checks of iPads will be made to ensure that software that is no longer needed has been removed to avoid exceeding the number of licenses purchased by the district.

5.2 Software Updates

- ❖ Updates of licensed software are available and necessary from time to time. When updates are needed, FRHC technology staff will be responsible for updating devices.

6. INSPECTION

- ❖ Students may be selected at random to provide their iPad for inspection to check for restricted images, settings, etc.
- ❖ Also, while logged in to the school's network, technology staff and administration have the ability to monitor student internet searches and browsing history.
- ❖ This is only used to ensure that iPads are being used for educational reasons and that students are staying on task.

7. RE-IMAGING THE iPad

- ❖ Occasionally, it will be necessary to re-image an iPad. This may be required to repair a software or hardware issue, get rid of inappropriate content from a computer, or override an unauthorized lock code.
- ❖ Whenever an iPad is re-imaged, the technology staff will do their best to back-up the student's files from the iPad to be transferred back after the re-imaging is complete. Setting up iCloud is recommended.
- ❖ The school **does not accept responsibility** for the loss of any software or files due to a re-image.

8. ACCEPTABLE USE

8.1 General Guidelines

- ❖ Students have access to all available forms of electronic media and communication that is in support of the educational goals and objectives of FRHC . Students are responsible for the ethical and educational use of the technology resources of FRHC .
- ❖ Access to FRHC technology resources is a privilege and not a right. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- ❖ Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Handbook.
- ❖ Cyberbullying will not be tolerated and appropriate disciplinary action will be taken immediately by the principal.
- ❖ Failure to return iPad at the end of the year or at time of withdrawal will be considered theft, and legal action will be taken.

8.2 Privacy and Safety

- ❖ Do not open, use or change files that do not belong to you.
- ❖ Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords to other people.
- ❖ Remember that storage is not guaranteed to be private or confidential.
- ❖ If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or an administrator immediately so that such sites can be blocked, and you will not be disciplined for breaking the Acceptable Use Policy.

8.3 Legal Propriety

- ❖ Comply with trademark and copyright laws and all license agreements. If you are unsure, ask a teacher or parent.
- ❖ Plagiarism is a violation of the FRHC's AUP. 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, and violators will be subject to severe disciplinary penalties. Violation of applicable state or federal law including the Indiana Penal Code, Computer Crimes, will result in criminal prosecution and/or disciplinary action by the District.

8.4 E-Mail

- ❖ Only FRHC approved e-mail is allowed at school.

If you choose to e-mail from your iPad while at home:

- ❖ E-mails and documents on school-owned equipment are part of the public domain and are not private and are subject to inspection.
- ❖ Always use appropriate language.
- ❖ Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- ❖ Do not send mass e-mails, chain letters, or spam.
- ❖ Students should maintain high integrity with regard to e-mail content.

8.5 Consequences

- ❖ The student in whose name a system account and/or iPad is issued will be responsible at all times for its appropriate use. This means if someone else uses your iPad to break the rules, you are still responsible.
- ❖ Non-compliance with the policies of the iPad Handbook and Technology Acceptable Use Policy results in disciplinary action as outlined in the Student Handbook. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by a designated District staff to ensure appropriate use.
- ❖ The District cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws. The Indiana Open Records Act governs contents of e-mail and network communications. Proper authorities will be given access to their content.

9. PROTECTING AND STORING YOUR iPad

9.1 iPad Identification

- ❖ iPads will be labeled in the manner specified by the school. Labels are not to be intentionally removed from the iPads. Replacement of any FRHC identification labels will result in a \$5 replacement fee.

9.2 Password Protection

- ❖ Students are expected to keep their passwords confidential. Remember that if someone is using your iPad and breaks the Acceptable Use Policy, you are responsible for all inappropriate items found on your iPad. It is in your best interest to keep all your passwords secure.

9.3 Storing Your iPad

- ❖ When students are not using their iPads, they should be stored in a secured area.
- ❖ Students should take the iPads home every night and charge them.
- ❖ iPads should never be left in a vehicle (locked or not) anywhere. Do not place iPad on top of your vehicle. iPads are attractive targets for thieves, and exposure to extreme temperatures can damage the device.

9.4 iPads Left in Unsupervised Areas

- ❖ Under no circumstances should iPads be left in unsupervised areas.
- ❖ Unsupervised areas include, but are not limited to, the school grounds and campus, the cafeteria, computer lab, hallways, locker rooms, library, and unlocked classrooms. Any device left in these areas is in danger of being stolen.
- ❖ Unsupervised iPads will be confiscated by staff and taken to the Main Office or FRHC Technology Department. If an iPad is found unsupervised, there may be disciplinary action taken for leaving an assigned iPad in an unsupervised location.

10. iPad Technical Support

The Technology Department coordinates the repair work for iPads. Services provided include the following:

- ❖ Hardware maintenance and repairs
- ❖ Password identification
- ❖ User account support
- ❖ Operating system of software configuration support
- ❖ Application information
- ❖ Re-imaging iPads
- ❖ Updates and software installations
- ❖ Distribution of loaner iPads

11. List of Required and Possible Fees

Intentional Damage to iPad or Loss – Full replacement cost of computer (estimated \$500)

Lost or destroyed Power Supply –current retail price (estimated \$30)

Lost or destroyed iPad Carrying Case – current retail price (estimated \$50)

Cracked iPad Screen – current retail price (estimated \$100)

12. Frequently Asked Questions

Q: Will the students be required to bring the iPad to class everyday?

A: Students are expected to bring the resources that are necessary for a successful learning experience to class every day. Teachers will continue to communicate specific expectations regarding which resources will be used in any given class period.

Q: Will my child be issued the same iPad next year?

A: Yes. School officials will make every attempt to issue the student the same iPad each year. Students should be especially mindful of the care of their iPad since they may be using the same iPad for multiple years.

Q: How will FRHC prevent access to inappropriate websites?

A: The iPads will include a special piece of software, which will automatically filter and firewall websites regardless of location. This software provides the same level of protection that the students will receive while on campus. Students should not bypass the filtering system, as doing so would result in violation of the FRHC Acceptable Use Policy. This software will work on any internet connection so parents will not have to purchase filtering software for the iPads while the student is at home.

Q: Can students personalize their iPad?

A: We are allowing parents to purchase apps for their child above and beyond what is offered by the school. Be mindful of iPad storage space. Used space cannot exceed 8GB on a 16 GB iPad. Students may be required to delete apps if there is not enough space for iPad updates and additional educational apps.

Q: Can a student install other apps or music?

A: Students are permitted to use the device for personal use within certain guidelines. Refer to the FRHC AUP and iPad policy agreement for more information.

Q: What happens if the iPad is stolen?

A: A police report must be filed by the student or parent within 48 hours of the occurrence. A copy of the police report must be filed with the FRHC Technology Department. Efforts to recover iPads will be taken, however, recovery is not a guarantee. Students should make every effort to ensure the safety of their iPad for use in their classes.

Q: What is the digital citizenship course that my child will be working on?

A: The FRHC digital citizenship course will be introduced during iPad Deployment night of the Blended Learning roll-out. The course topics covered will range from iPad basics to Internet safety. Any questions on completion of this requirement can be directed to FRHC eLearning Coach- awold@flatrock.k12.in.us or by visiting www.commonsense.org

Q: Will my child's Internet traffic be filtered?

A: While on school premises all student Internet traffic is logged and filtered through our local proxy server. When off of school property, student Internet traffic will also be filtered through mandatory use of Lightspeed Mobile Manager, which are both CIPA compliant.

Q: Will my child have access to school email?

A: Students in grades 7th-12th will receive an individual FRHC email account. All iPads will be set up with that school email account so students can quickly and easily send messages and schoolwork to teachers. This setup will happen during orientation, and the email account is required to remain on the iPads through the course of the school year. All official FRHC electronic communications will be sent to their FRHC student email.

Guidelines and Reminders

- ❖ School email accounts should be used for educational use only and therefore should be utilized and maintained in a professional manner.
- ❖ Students should only have their school email account set up on their iPad.
- ❖ ALL communication from students to teachers must be on their school issued email account. Personal accounts are not an acceptable means of communication with teachers.
- ❖ Email transmissions at school are subject to inspection by teachers and/or administrators if deemed necessary.
- ❖ All email and contents are property of the FRHC.
- ❖ Only the authorized user of the account should access, send, and/or receive emails for the account.
- ❖ Passwords should be protected and never shared with other students.

Examples of Unacceptable Use

- a. Non-educational related forwards (e.g. jokes, chain letters, images)
- b. Harassment, cyber-bullying, profanity, obscenity, racist terms, hate mail.

Q: Is there a “Kill” device on the iPad if lost or stolen?

A: Remote wipe or “kill” can be activated in certain circumstances.

Q: Can my child use their own personal iPad?

A: No, due to the unique nature of the iPad, as well as programming and management issues, it is not currently possible for FRHC to allow individually owned iPads. This option may be explored in the future.

Q: Will my child have camera access on the iPad?

A: **Examples of Use:**

- ❖ Recording and/or taking pictures for project-based learning assessments.
- ❖ Assisting in ensuring accurate notes are taken in class.
- ❖ Submitting work digitally.

****Students are not allowed to take pictures/video of staff and/or students without expressed permission by those individuals. Any violation of this policy will result in discipline measures.*

Q: What if we do not have WIFI access at home?

A: Home wireless Internet access or WIFI is not a requirement. However, some assignments may need to be completed at your school, a public library or other Wi-Fi enabled location.