

**Northwestern School Corporation**

# **1:1 Digital Learning**



## **Handbook**

*2016-2017*

# 1:1 Digital Learning Handbook

## Table of Contents

<b>Overview.....</b>	<b>3</b>
<b>1.0 General Information.....</b>	<b>4</b>
<b>2.0 Care of the iPad.....</b>	<b>4-5</b>
<b>3.0 Using Your iPad at School.....</b>	<b>5</b>
<b>4.0 Managing Your Files &amp; Saving Your Work.....</b>	<b>6</b>
<b>5.0 Content Management.....</b>	<b>6</b>
<b>6.0 Responsible Use.....</b>	<b>7-8</b>
<b>7.0 Behaviors and Discipline Related to Student iPad Use .....</b>	<b>9</b>
<b>8.0 Liability.....</b>	<b>9</b>
<b>9.0 Damaged and Lost iPads .....</b>	<b>9-10</b>
<b>10.0 iPad Payment.....</b>	<b>10</b>

# Information, Guidelines, and Procedures



## OVERVIEW

Northwestern School Corporation is excited about our 1:1 Digital Learning. 1:1 Digital Learning provides equitable 21<sup>st</sup> Century tools and resources necessary for our students to be successful and engaged learners. In order to achieve academic excellence, today's students require access to educational experiences that seamlessly integrate technology throughout the educational program.

The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for their educational and career future. Teaching and learning through the integration of technology not only will increase student engagement and ownership of learning, but it also allows for effective transformation of curriculum that can take place anywhere and at anytime. By using technology effectively, we believe it will lead to increased student engagement thereby improving student achievement in all areas. All students will be immersed in a technology rich environment which motivates, engages and challenges students to learn 21<sup>st</sup> century skills as it will be an integral part of their future.

The information contained within this document applies to all of Northwestern School Corporation iPads used in our schools including any other device deemed by the administration to come under these guidelines. The information and agreements found here represent a clear and comprehensive attempt to explain to our parents and students the level of responsibility necessary to participate in this learning environment. Northwestern School Corporation reserves the right to make any additions or alterations to these guidelines as necessary, in order to ensure the effectiveness of digital learning as well as the safety and well-being of our students.

This 1:1 Digital Learning Handbook is intended to promote responsible use and protect students and the school from liability resulting from any misuse of the school-issued iPad. Technology, on or off-campus, must be used in accordance with the mission and philosophy of Northwestern Schools as well as the Student Responsible Use Guidelines as stated in the respective school's Student Handbook. Teachers may set additional requirements for use in their respective classes.

The iPad remains the property of the Northwestern School Corporation at all times. Therefore, there is no assumption of privacy. Northwestern School Corporation reserves the right to inspect student iPads at any time during the school year. Misuse of the iPad may result in disciplinary action.

Above all, the 1:1 Digital Learning program at Northwestern Schools is an academic program, and the policies governing the use of the iPad support its academic use. To maintain the integrity of the iPad program, all students and parents/guardians must acknowledge and agree to the following conditions of use:

## 1:1 DIGITAL LEARNING GOALS

- \* To increase student engagement in learning.
- \* To prepare learners with digital resources that they will experience within their future careers and/or post-secondary education.
- \* To enrich the curriculum through the use of digital resources
- \* To differentiate instruction for all learners by using technology.
- \* To promote student pride through creative learning opportunities.

### 1:1 is...

- *An environment in which each student utilizes a technology device, increasing the opportunity for self-directed and differentiated learning, enhanced global awareness, and increased more relevant feedback from teachers and other students.*
- *A chance to provide a tool for students to expand critical thinking, problem solving, technology, media literacy, and communication skills.*
- *An opportunity for students to create, collaborate, and innovate.*

### 1:1 is not...

- *Apple vs PC. The goal is that one day the device will be as much a part of the learning environment as a whiteboard.*
- *All about test scores. We believe that test scores are important but not the main factor driving innovation on our schools.*
- *A silver bullet to learning and engagement. Education is still a people business.*
- *A replacement for the teacher. The teacher/student interaction is the core of the learning process.*

## 1.0 GENERAL INFORMATION

The procedures and information within this document apply to all student iPad use at Northwestern School Corporation. Teachers may set additional requirements for use in their classroom.

### 1.1 Receiving your iPad

iPads will be distributed during the month of August. Parents and students must sign and return the Northwestern School Corporation 1:1 Digital Learning iPad Student and Parent Agreement before the iPad can be issued to their child.

### 1.2 Returning your iPad

iPads will be returned back to Northwestern School Corporation during the last week of the school year. Students in 12<sup>th</sup> grade will need to return all power accessories, including power block and cable at the end of the school year. Students who withdraw, are suspended or expelled, or terminate enrollment at Northwestern School Corporation for any reason must return their individual school iPad with accessories on the date of withdrawal from the district. Failure to return the iPad and accessories will result in a theft report being filed with the district Liaison Police Officer.

### 1.3 Personal iPad

Students are not allowed to use personal iPads in place of district issued iPads. This is to provide equity and consistency for our teachers and students to create the best technology environment possible. In addition, it is important to utilize a mobile device management system to ensure efficient deployment of apps for student use.

## 2.0 CARE OF THE IPAD

### 2.1 General Care

- Cords and cables must be inserted carefully into the iPad to prevent damage.
- Students are responsible for keeping their iPad battery charged each day using an Apple Certified iPad charger and cord.
- iPads should be closed in cases and away from food and liquids when students are eating.

- Avoid exposure to long-term temperature extremes.
- Do not alter the iPad in any manner that will permanently change the iPad.
- Do not attempt to repair a damaged or malfunctioning iPad. All damaged and malfunctioning iPads will need to be taken to school office (Elementary) and the TigerTech Support Room (Middle School and High School).
- Do not upgrade the iPad operating system (IOS software update) unless directed by technology staff.
- Do not remove or circumvent the management system installed on each iPad. This includes removing restrictions or “jail-breaking” the device.
- Do not sync the iPad with a district or home computer. Student documents or files will be emailed or saved to a cloud based storage app (Dropbox, Box, Google Drive, or others).
- Students will be permitted and encouraged to take the iPad home unless of special circumstances.

## 2.2 Carrying and Transporting iPads

- Parents/students will have the option of using the district provided iPad case or elect to purchase an upgraded premium case from the district at an additional cost of \$50.00. The iPad must always remain within **any district issued case at all times**. Failure to do so could lead to higher repair rates if the iPad is damaged.
- Do not leave the iPad unattended at any time during class, extra-curricular activities, lunch, locker room, etc.

## 2.3 Screen Care

- When cleaning the iPad screen, use a soft, dry, anti-static cloth.
- Do not lean on or place anything heavy against the screen.
- Do not drop the iPad as the screen will most likely break.
- Avoid touching the iPad screen with a pencil or pen. Use an appropriate stylus if needed.

## 2.4 Security and Identification

- It is highly recommended for students/parents to turn on the **Find My iPad** feature on the iPad settings.
- Students are responsible for the safety and security of their school-owned iPad.
- iPads should not be stored in a vehicle and should never be left in view inside a locked or unlocked vehicle.
- Labels, stickers or screen protectors placed on the iPad by the technology department shall not be removed.
- Each iPad will be registered with the district by an asset tag along with the serial number which should never be altered or removed.
- Do not lend the iPad to a classmate, friend or family member.

## 3.0 USING YOUR IPAD AT SCHOOL

iPads are intended for use during school each day. Students must bring their iPad to all classes.

### 3.1 iPads Left at Home

Not having an iPad or not having a working iPad will not be an excuse for not participating in class or not completing assignments. Loaner iPads will not be available to students who forgot to bring their iPad to school or failed to charge their iPad.

### 3.2 iPad Undergoing Repair

Loaner iPads may be issued to students when the assigned iPad has been sent in for repair.

### 3.3 Charging your iPad

Students are responsible for ensuring that their iPads are charged and ready to go for school each day. It is recommended to charge the iPad at home each evening.

### 3.4 Screen Savers/Background Photos

A standard screensaver or background will be preset on the iPad. Any changes to the background must be school appropriate.

### 3.5 Sound, Music, Games, or Programs

Sound must be muted while in class unless permission is obtained from the teacher. All content (music, games or programs) on the iPad must be appropriate, used in a responsible manner and at the discretion of the teacher.

### **3.6 Use of Camera and Video**

Each student iPad is equipped with a digital camera feature which includes the ability to take HD video. The camera will allow students to utilize a 21<sup>st</sup> century tool to develop learning skills.

#### **Examples of Use:**

- Recording and/or taking pictures for project-based learning assignments.
- 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. All pictures/video taken must be school appropriate. Any violation of this directive will result in discipline measures.*

### **3.7 Photos and Videos**

All videos, photos and images that are taken or reside on the iPad must be appropriate and are subject to inspection by district staff at any time.

### **3.8 Home Internet Access**

Students are allowed to set up wireless networks on their iPads for use while at home. Parent supervision is an expectation while the iPad is used at home. The Children's Internet Protection Act requires that schools have a content filter in place onsite and the school will make every effort to block objectionable sites.

## **4.0 MANAGING YOUR FILES & SAVING YOUR WORK**

### **4.1 Saving Documents**

Students may save work directly on the iPad through DropBox or another cloud-based storage (i.e. Box, Google Drive, etc.). Documents may be emailed to their teachers or themselves as a backup. iPad malfunctions are not an acceptable excuse for not submitting work.

### **4.2 Printing from iPads**

Printing is not currently allowed from the iPads at school. If printing is necessary, students must email the document to a student email account or save the document to be printed to a cloud-based storage.

### **4.3 Network Connectivity**

Northwestern School Corporation makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

### **4.4 eBackpack**

Our district utilizes an online classroom product, eBackpack. eBackpack is a learning management system that makes it easier to move files between the school and home and also lets students turn in documents electronically to their teachers. The teachers can review the work and send it back to the student.

## **5.0 CONTENT MANAGEMENT**

### **5.1 Originally Installed Software**

The software/apps and profiles originally installed by Northwestern School Corporation must remain on the iPad in usable condition and be easily accessible at all times. From time to time, the district may add/remove apps for use in a particular course. Devices will be monitored through our Mobile Device Management (MDM) system to ensure that students have not removed required apps or added apps that are not appropriate for school use.

### **5.2 App Management**

- Apple restricts ownership of iTunes account for students under the age of 13. However, for students ages 12 and under you may use a "Family" iTunes account for the student to use. This account could then be supervised by the parent/guardian.
- All downloaded Apps/music must be appropriate and recommended for educational use.
- Students from time to time will need to add/remove apps from the MDM app portal. This is where district purchased apps would be located. Removing a district purchased app from your iPad does not permanently remove the app, as it is moved back to the MDM portal for future use if needed.

### 5.3 Inspection

- Northwestern School Corporation owned iPads may be inspected by district staff at any time.
- Northwestern School Corporation staff maintains the right to delete any App, song, video, picture, book, or file that is not deemed appropriate for student use.
- Storage/space on the iPad and iCloud is limited. Any non-required Northwestern School Corporation apps, songs, videos, pictures, books, or files will be subject to removal and deleted to preserve storage space.

### 5.4 Restoring of iPad

If technical difficulties occur or non authorized software/apps are discovered, the iPad may need to be restored. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

### 5.5 IOS Upgrades

Upgrade versions of licensed apps/software are available from time to time. Students may be required to check in their iPads to Technology Services for maintenance to apply upgrades and app updates.

## 6.0 RESPONSIBLE USE

### 6.1 Statement of Responsibility

The use of the Northwestern School Corporation technology resources (hardware, software, etc.) is a privilege, not a right. The privilege of using the technology resources provided by the district is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the district. These guidelines are 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 guidelines contained within this document, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action may be applied. **Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be contacted.** Disciplinary action will follow district policy and the guidelines contained within each respective school's Student Handbook.

### 6.2 Parent/Guardian Responsibilities

- Discuss with your children the values and the standards you expect your children to follow with regard to the use and care of the iPad, and the use of the Internet, just as you do on the use of all media information sources such as television, cell phones, movies, and radio.
- The parents release Northwestern School Corporation and its personnel from any and all claims and damages of any nature arising from their child's use, or inability to use the district technology, including but not limited to claims that may arise from the unauthorized use of the iPad to purchase products or services.
- The parents understand that it is impossible for Northwestern School Corporation to restrict access to all controversial materials and will not hold the school responsible for materials accessed on the network and agree to report any inappropriate iPad use to the respective building administration.
- Parent supervision is an expectation of the 1:1 Digital Learning Program. The district cannot control all aspects of student use while the student is off site. Please remember that students are subject to the same guidelines while not in school.

### 6.3 School Responsibilities

Northwestern School Corporation reserves the right to review, monitor and restrict information stored on or transmitted via district owned equipment and to investigate inappropriate use of resources. In addition, the district may at any time utilize Find My iPad in order to track an iPad while on our school network in order to locate an iPad if lost or stolen. The school agrees to provide:

- Internet and Email access to its students.
- Curricular Apps and content.
- Internet blocking of inappropriate materials as able.
- Support using cloud based storage.
- Staff guidance to aid students in doing research and help assure student compliance of the guidelines contained within this document and those within the district's Student Technology Responsible Use Guidelines.

#### **6.4 Students Responsibilities**

- Use computers/devices in a responsible and ethical manner.
- Follow the guidelines within this document.
- Report to a building administrator any email containing inappropriate or abusive language or if the subject matter is questionable.
- Return their iPad at the end of each school year following district procedures. Students will be receiving the same iPad during the next school year.
- Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Northwestern School Corporation for any other reason must return the district issued iPad and all additional items (case, charger and cable) by the date of termination to their respective building office
- Check in your iPad for periodic IOS updates. Do not update the iPad IOS unless you are told to do so.
- Students are prohibited from plagiarizing (using as their own without citing the original creator) content, including words or images, from the Internet.
- Students should not take credit for things they did not create themselves or misrepresent themselves as an author or creator of something found online.
- Research conducted via the Internet should be appropriately cited giving credit to the original authors.
- Students are prohibited from accessing sites that promote plagiarism. These sites should be reported to school personnel.

#### **6.5 Student Activities Strictly Prohibited**

- Using the school network for illegal activities such as copyright and/or license violations.
- Using the iPad as the vehicle for plagiarism.
- Unauthorized downloading of apps and/or jail-breaking of the iPad.
- Accessing and/or using websites or materials that is not in direct support of the curriculum and is inappropriate for school.
- Vandalizing equipment and/or accessing the network inappropriately. Programs that are capable of hacking the network should not be possessed or used.
- Gaining unauthorized access anywhere on the network.
- Invading the privacy of individuals.
- Using and/or allowing use of another person's login/password to access the network.
- Being a passive observer or active participant with any unauthorized network activity.
- Participate in cyber-bullying of any person.
- Using objectionable language, photos or other content (e.g. racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous).
- Obtaining, modifying or using username/passwords of others.
- Modifying files belonging to another student.
- Attempting to access or accessing websites blocked by the school's Internet filter.
- Downloading apps, streaming media, or playing games without permission of a teacher or administrator.
- Sending and/or forwarding emails that are chain letters, forwards, etc. via school mail.

#### **6.6 Cyber-Bullying**

The National Crime Prevention Council defines cyber-bullying as "When the internet, cell phones, or other devices are used to send or post text or images intended to hurt or embarrass another person."

- Cyber-Bullying will not be tolerated and is strictly forbidden.
- The user should remember that digital activities are monitored and retained.
- Report cyber-bullying immediately to school personnel.

#### **6.7 Student Discipline**

If a student violates any part of the above guidelines and procedures, he or she will be subject to consequences as listed in the district Student Technology Responsible Use Guidelines, the respective school Student Handbook and Board Policy.

#### **6.8 Student Technology Responsible Use Guidelines**

Northwestern School Corporation Student Technology Responsible Use Guidelines can be found [here](#).

## 7.0 Behaviors and Discipline Related to Student iPad Use

<i>Technology Related Behavior Violations</i>	<i>Equivalent "Traditional" Classroom Violations</i>
<ul style="list-style-type: none"> <li>• Failure to Bring iPad to school</li> </ul>	<ul style="list-style-type: none"> <li>• Coming to class unprepared</li> </ul>
<ul style="list-style-type: none"> <li>• Missing Cover</li> </ul>	<ul style="list-style-type: none"> <li>• Not having required supplies</li> </ul>
<ul style="list-style-type: none"> <li>• Email, texting, FaceTime, Internet surfing, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Passing notes, reading magazines, games, etc.</li> </ul>
<ul style="list-style-type: none"> <li>• Damaging, defacing, placing stickers, etc. to iPad</li> </ul>	<ul style="list-style-type: none"> <li>• Vandalism/Property damage to school owned equipment</li> </ul>
<ul style="list-style-type: none"> <li>• Using account belonging to another student or staff member</li> </ul>	<ul style="list-style-type: none"> <li>• Breaking into someone else's locker or classroom</li> </ul>
<ul style="list-style-type: none"> <li>• Accessing inappropriate material</li> </ul>	<ul style="list-style-type: none"> <li>• Bringing inappropriate material to school in print form</li> </ul>
<ul style="list-style-type: none"> <li>• Cyber-Bullying</li> </ul>	<ul style="list-style-type: none"> <li>• Bullying/Harassment</li> </ul>
<ul style="list-style-type: none"> <li>• Using profanity, obscenity, racist terms</li> </ul>	<ul style="list-style-type: none"> <li>• Inappropriate language, harassment</li> </ul>
<ul style="list-style-type: none"> <li>• Sending/Forwarding assignment to another student to use as his/her own and/or copy.</li> </ul>	<ul style="list-style-type: none"> <li>• Cheating, copying assignment, plagiarism</li> </ul>
<i>Violations unique to the NWSC 1:1 Digital Learning Program</i>	
<ul style="list-style-type: none"> <li>• Not having iPad fully charged when brought to school</li> </ul>	
<ul style="list-style-type: none"> <li>• Attempts to defeat or bypass the district's internet filter and/or security settings</li> </ul>	
<ul style="list-style-type: none"> <li>• Modifying the district's browser settings or other techniques to avoid being blocked from inappropriate sites or to conceal inappropriate internet activity.</li> </ul>	
<ul style="list-style-type: none"> <li>• Unauthorized downloading/installing of apps.</li> </ul>	

### 7.1 Progressive Discipline

#### Discipline Steps

- One and Done! Game playing on the iPads is up to the discretion of the classroom teacher. If the student is off task and is playing games when not allowed, the student will have the App Store removed and all loaded Apps that are not a part of the District App Portal will be removed on the student iPad. The App Store will be reinstated at the beginning of the next semester. Parents will be contacted when this occurs.
- Parents can request to have the App Store removed.
- Any further disciplinary infraction will be handled by building administration and may result in loss of iPad privileges.

## 8.0 Liability

The parent/guardian/student is responsible for the cost to repair and/or replace, at the date of loss, the iPad, case or USB charging cable/charger if the property is:

- Not returned.
- Intentionally damaged.
- Lost or damaged because of negligence.
- Stolen and report must be filed with district Liaison Police Office by the end of the next school day.

## 9.0 Damaged and Lost iPads

The Northwestern School Corporation recognizes that with the implementation of the 1:1 Digital Learning Program there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection.

- Student/Parent must report any damaged, lost, or stolen iPads immediately to a teacher, school administrator, or technology services staff member.
- Student/Parent will bring damaged iPad to the Main Office (Elementary) and TigerTech Room (Middle and High School) for assessment.
- The TigerTech students and staff will be able to do minor troubleshooting and repair.
- Technology Services Staff will make final determination of what needs to be done with the iPad.
- ***Damaged NWSC iPads that are not in a district issued case or a case from the district approved list will be the financial responsibility of the student/parent.***
- Students/Parents are responsible for the repair and/or replacement costs based on the situations listed in the table below:

Damaged iTems	Lost/Stolen iPad
Any Repair Incidents – 100% Actual Repair Costs*	Full 100% cost to replace iPad
Damaged or Lost Case – Every Incident - \$20	
All students will initially receive an Apple Certified charging block and cable. If lost or stolen, it is the responsibility of the Student/Parent to replace the lost charging block and/or cable with an Apple Certified replacement. The TigerTech Support Room offers replacement Apple Certified charging blocks and cables at a reduced cost.	

\* If after repeated attempts to repair iPad, determination will be made to replace instead of repair due to being cost prohibitive.

**Additional Items:** Charging blocks, power cables and district approved iPad cases will be available for purchase in the TigerTech Support Room if needed. If a school distributed charging block or charging cable is lost or damaged, it must be replaced with an Apple Certified charging block and/or charging cable. If a non-Apple Certified charging block and/or cable is used as a replacement, additional damage to the iPad may occur. Apple Certified charging blocks and charging cables are available for purchase in the TigerTech Support Room located at Northwestern High School. Parents of elementary students may contact their respective school offices to arrange for purchase if needed. Students/Parents also have the option of purchasing an upgrade to their original distributed iPad case for a more rugged Gumdrop case for an additional charge of \$50.00.

**Additional Information:** In cases of theft, vandalism and other criminal acts, a police report must be filed with the district Liaison Police Officer or other Law Enforcement officials. A copy of the police report must be provided to the respective building’s main office.

**Intentional Damage:** Students/Parents are responsible for full payment of intentional damages to their individual iPad or to another student’s iPad. Administrators will make final determinations on what costs will be passed onto the Student/Parent on a case by case basis.

## 10.0 iPad Payment

The cost for the iPad rental is \$75.00 per academic year. This fee will be charged on the student’s book rental. Any damages or repairs that need to be made to the school issued iPad will be billed to the student/parent and will be due 30 days upon receipt. If repair/replacement fees are not paid within the designated time frame, late fees and court costs may apply. Please reference the costs listed in section 9.0 above. If a student enrolls or withdrawals during the current school year, the iPad rental payment of \$75.00 will be prorated based on number of school days.