



## ISD 318 Schools

### ISD 318 1:1 Digital Student Learning Initiative (DSL<sub>i</sub>): Family Handbook

# ISD 318 1-1 Digital Student Learning Initiative (DSLi): Family Handbook 2019-20 School Year

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## **Introduction**

The purpose of the ISD 318 School District 1:1 Digital Learning Initiative is to improve engagement, personalization of student learning, as well as equitable technology access for all students, to achieve this, the district is providing iPads for all students grades K-12. This technology will support student learning and help students be ready for college and their future. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace. The policies, procedures, and information within this document apply to all devices used in ISD 318 schools. Teachers may set additional requirements for use in their classroom.

## ***Receiving and Returning an iPad***

Parents and students must sign and return the Student Pledge, App Consent form, and ISD 318 iPad Insurance Form documents before the iPad can be issued to their child.

Individual iPads and accessories will be turned in during final week of school so they can be serviced over the summer.

Students who graduate early, withdraw, are suspended or expelled, or who terminate enrollment in ISD 318 for any other reason must return their school iPad on or before the date of withdrawal.

If a student fails to return the iPad at the end of the school year or upon withdrawal from the ISD 318 Schools, the student's family will be responsible for the replacement cost of the iPad. Failure to return the iPad or pay the replacement cost will result in a theft report filed with the local Police Department, which may lead to criminal prosecution and civil liability.

## ***General***

- The iPad is owned by ISD 318 Schools and all users will follow the ISD 318 Internet Acceptable Use and Safety Policy found under District Services>Administration>Policy Manual on our district website at [https://www.isd318.org/cms/lib/MN50000512/Centricity/Domain/236/524\\_INTERNET\\_ACCEPTABLE\\_USE\\_AND\\_SAFETY\\_POLICY\\_-\\_policy\\_ONLY\\_4-20-20.pdf](https://www.isd318.org/cms/lib/MN50000512/Centricity/Domain/236/524_INTERNET_ACCEPTABLE_USE_AND_SAFETY_POLICY_-_policy_ONLY_4-20-20.pdf)
- Only use a clean, soft cloth to clean the screen, do not use cleansers of any type.
- Students will only use the cords and cables provided with the iPad. Cords and cables must be inserted carefully into the iPad to prevent damage. If a cord or cable is lost or damaged, one can be purchased through the school.
- iPads must remain free of any writing, drawing, stickers, labels, or any other physical alterations that are not the property of the ISD 318 Schools.
- Students may not remove any of the ISD 318 schools labels or stickers.
- iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their iPad's battery charged for use in school each day.
- The protective cases provided with iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school.

- iPads should always be within the protective case provided by ISD 318 School District.
- iPad cases may not be decorated, or customized with your name. A name tag should be displayed in the card holder of the case.

## ***Using the iPad at School***

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and Campus Portal including grades, schedules and assignments may be accessed using the iPad. Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. If a student repeatedly (2 or more times per class or as determined by any staff member) leaves their iPad at home or does not bring it to class, they will be required to leave their iPad at school for specific time to be determined by the administration.

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. Repeat violations will result in students being required to leave their iPad at school for a specific time to be determined by staff. In cases where the use of the iPad has caused batteries to become discharged, students may be able to connect their iPads to a power outlet in class.

A loaner iPad may be issued to students when they leave their iPad for repair, this is based on availability.

## **Apps on the iPad**

### ***Apps and Downloads***

School owned iPads must not be synced to any other computer or personal iTunes account. The App Store and iTunes are disabled on all school owned devices for the protection of software licensing.

### ***Originally Installed Apps***

The apps list originally provided for student installation are to remain on the iPad in usable condition and be easily accessible at all times. From time to time, the district may add apps for use in a particular course.

### ***Additional Apps***

All apps will be installed by ISD 318 District Representatives. Students will not have the ability to load applications, however, specific ISD 318 sites may add additional apps for student use specific to that site's learning needs and instructional outcomes.

### ***Procedure for Reloading Apps***

If technical difficulties occur or inappropriate apps are discovered, the iPad will be restored to factory settings and the student will need to restore apps from the Building Program Facilitator. ISD 318 Schools does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image of the iPad.

### ***Software Upgrades***

Upgrade versions of licensed software/apps are available from time to time. Students will be directed on how to install required updates for their school apps and iOS.

## ***Inspection***

The iPads provided are ISD 318 property; students may be selected at random to provide their iPad for inspection to district staff at any time.

## ***Content, photos and data***

All content, photos, and data, including lock screen and home screen wallpapers, must fall within the Technology Responsible Use Policy. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or other inappropriate pictures will result in referral to the office and other disciplinary actions will apply based on Student Code of Conduct Policy. Upon request iPads will be inspected, and the student will provide the locked screen code. Upon failure to comply, the student iPad may be restored to factory settings WITHOUT backing up the student data.

## ***Sound, Music, Games, or Apps***

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earbuds are not provided by the school district, students need to provide their own. Music is allowed on the iPad and can be used at the discretion of the teacher. A student's music library SHOULD NOT be loaded on the iPad. All ISD 318-provided apps must remain on the iPad at all times. Data Storage will be through apps on the iPad and emailed/saved to a server or cloud location.

## ***Saving to the iPad***

Students may save their work on the iPad. Students may save work to the home directory on the iPad. It is recommended that students e-mail documents to themselves for storage or save documents on their Google Drive. Storage space will be available on the iPad—BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

## ***Network Connectivity***

ISD 318 Schools makes no guarantee that its network will be up and running 100% of the time. In the rare case that the network is down, ISD 318 Schools will not be responsible for lost or missing data.

## ***Home Use***

Devices for students in grades K-6 will remain at the school.

Middle School grades 7 and 8, and High School students will be bringing the iPads home for learning purposes. All student devices will utilize the district network and applications. Some tips for home use:

- The iPad should never be left unattended or in a car.
- When leaving the school or "out and about," the iPad should not be visible for the safety of the student.
- Parents should spend time setting up home guidelines for the use of the iPad.
- Students are allowed to set up wireless networks on their iPads. This will assist them with iPad use while at home. **However, the Technology Responsible Use policy must be followed while at home when using a district-owned device.**
- Technology support is not available outside the school day.
- iPads should not be exposed to extreme heat or cold

## **Care of the iPad**

## **Screen Care**

iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen, particularly on the corners.

- *Do not* lean on the top of the iPad.
- Do not place anything near the iPad that could put pressure on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not bump the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

## **Storing Your iPad**

When students grades 5-12 are not using their iPads, they should be stored in the classroom or locked hallway locker. ISD 318 provides each student with a combination for his or her hallway locker. Issues with the locking of this locker are to be reported immediately to the office. Nothing should be placed on top of the iPad, when stored in the locker. Students are expected to take their iPads home every day after school. iPads should not be stored in a student's vehicle. If a student needs a secure place to store their iPad, they may check it in for storage in the main office.

## **iPads Left in Unsupervised Areas**

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include, but not limited to, the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, restrooms, and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the main office. Do not ever leave the iPad on the floor where it can be stepped on.

## **Environmental**

There are also a few environmental ways to care for your iPad.

- Keep the iPad out of heat above 95 degrees (Fahrenheit) for an extended length of time
- Keep the iPad out of cold below 32 degrees (Fahrenheit) for an extended period of time
- Keep it out of water or extremely humid locations
- It should also go without saying that part of caring for your iPad is to make sure you do not insert anything into the port connections other than the intended peripherals. Jamming things into the port connectors could render it unusable

## **Carrying your iPad**

- The iPad is to be carried at the front of the body. Students are to walk with care through the hallways, being careful to not bump the iPad of another student.

## **Responsibilities**

### ***Responsibilities and the Technology Responsible Use (TRU)***

Students are to follow all expectations as outlined in the ISD 318 Technology Responsible Use Policy. A full version of the ISD 318 Technology Responsible Use Policy can be found at <https://www.isd318.org/cms/lib/MN50000512/Centricity/Domain/35/Acceptable%20Elec%20Med.pdf> under Services>Technology>Technology Policies. These include but are not limited to the following:

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms or sites selling term papers, book reports, and other forms of student work
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc.)
- Spamming-Sending mass or inappropriate emails
- Gaining access to other students' accounts, files, and/or data
- Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications through such sites as myPanthers and iChat
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the school district's web filter through a web proxy
- Any violation of the district Student Code of Conduct
- Breaking terms of use on any website, app, or program

### ***Parent/Guardian Responsibilities are to:***

Talk to your children about values and the standards that your children should follow on the use of the technology in your home just as you do on the use of all media information sources such as television, telephones, movies, and radio.

### ***While in School, School Responsibilities are to:***

- Provide Internet and Email access to its students (email access to grades 5-12 only).
- Provide Internet Blocking of inappropriate materials as able while in school.
- Review, monitor, and restrict information stored on or transmitted via ISD 318 owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the Technology Responsible Use Policy.

### ***At all times, Students are Responsible for:***

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to iPad/computer use.
- Using all technology resources in an appropriate manner so as to not damage district equipment.
- Helping ISD 318 School District protect its computer system/devices by contacting an administrator about any security problems they may encounter.

- Monitoring all activity on their account(s).
- Turning off and securing their iPad after they are done working to protect their work and information.
- Report inappropriate behavior or use to an adult.
- Returning their iPad to the school at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at ISD 318 for any other reason must return their individual school iPad computer on the date of withdrawal.
- Bringing their device to school each day charged and ready for use.

### ***Behaviors and Discipline Related to Student iPad Use***

<i>Technology Related Behavior Violations Equivalent</i>	<i>"Traditional" Classroom Violations</i>
Failure to Bring iPad to school	Coming to class unprepared
Missing Cover	Not having required supplies
Email, texting, FaceTime, Internet surfing, etc.	Passing notes, reading magazines, games, etc.
Damaging, defacing, placing stickers, etc. to iPad	Vandalism/Property damage to school owned equipment
Using account belonging to another student or staff member	Breaking into someone else's locker or classroom
Accessing inappropriate material	Bringing inappropriate material to school in print form
Cyber-Bullying	Bullying/Harassment
Using profanity, obscenity, racist terms	Inappropriate language, harassment
Sending/Forwarding assignment to another student to use as their own and/or copy.	Cheating, copying assignment, plagiarism

### ***Violations Unique to the ISD 318 1-1 Digital Learning Initiative (DLSi)***

1. Not having iPad fully charged when brought to school.
2. Attempts to defeat or bypass the district's internet filter and/or security settings.
3. Modifying the district's browser settings or other techniques to avoid being blocked from inappropriate sites or to conceal inappropriate internet activity.
4. Unauthorized downloading/installing of Apps.

### ***Cyberbullying***

The National Crime Prevention Council defines cyberbullying 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."

It is critical for all students to know bullying and cyberbullying are not acceptable behaviors at any time or any where. Students should report bullying behaviors to their teacher or building administrator. Bullying in any form will not be tolerated and disciplinary action will be taken.

### **Damage, loss and technical problems**

#### ***Technical Problems***



If you are encountering technical problems, take your iPad to the Building Program Facilitator. If it cannot be fixed at that time, a loaner iPad will be distributed based on availability. All iPad policy agreements remain in effect for the loaner iPad.

### ***Damage***

Complete an [accident report](#) (available in the school office) immediately if your iPad is damaged. Cost to families will be based on the insurance plan. Students will be liable for the cost of repair or replacement if the iPad is intentionally damaged.

### ***Lost or stolen***

The student or parent/guardian is required to immediately notify a school administrator and file a police report in all cases of stolen or lost iPads. After filing a police report, the student or parent/guardian shall notify the school and submit a copy of the police report. Failure to report stolen property in a timely manner could result in holding you liable for the entire cost of the iPad.

ISD 318 iPads contain software that will be activated to track down the iPad in the case of loss or theft, however this software is not guaranteed recovery. ISD 318 will also coordinate with law enforcement officials to alert area law enforcement agencies of lost or stolen iPads. As a proactive measure, the district will send a report of all model, asset, and serial numbers of student iPads to local law enforcement.

You will be issued one case and AC power adapter. You will be responsible for replacement and purchasing additional supplies if needed.

## **APPENDIX A: ISD 318 Schools ~ Student Pledge for iPad Use**

1. I will take good care of my iPad.
2. I will never leave the iPad unattended.
3. I will never loan out my iPad to other individuals.
4. I will know where my iPad is at all times.
5. I will charge my iPad's battery daily.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any repairs.
8. I will protect my iPad by only carrying it while in the case provided.
9. I will use my iPad in ways that are appropriate, meet ISD 318 Schools Internet Acceptable Use and Safety Policy..
10. I will not place decorations (stickers, markers, etc.) on the iPad. I will not deface the serial number iPad sticker on any iPad.
11. I will cooperate when an adult requests to inspect my iPad, remembering that it is property of ISD 318 Schools.
12. I will follow the policies outlined in the iPad Handbook and the Technology Responsible Use Policy while at school, as well as outside the school day.
13. I will file a police report and immediately notify administration in case of theft or vandalism.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the district iPad, case, and power cords in good working condition.

\_\_\_\_ I agree to the stipulations set forth in the above documents including the iPad Policy, Procedures, and Information; the Technology Responsible Use Policy, and the Student Pledge for iPad Use.

\_\_\_\_ I have watched the Family iPad Information Video with my parent(s)/guardian(s).

**Sign and Return the DSLI Policy and Insurance form to accept the Pledge for iPad Use.**

Individual school iPad computers and accessories must be returned to the ISD 318 Schools at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or withdraw enrollment at ISD 318 for any other reason must return their individual school iPad computer on or before the date of withdrawal.

## **APPENDIX B: ISD 318 Schools ~ App Consent Form**

In order for ISD 318 Schools to continue to be able to provide your student with the most effective web based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below.

ISD 318 Schools utilizes several computer software applications and web based services, operated not by ISD 318 Schools but by third parties.

In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address must be provided to the web site operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits schools such as the schools in ISD 318 to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator.

The DSLi policy form will constitute consent for ISD 318 to provide personal identifying information for your child consisting of first name, last name, email address and username to the following web operators: Evernote, Voicethread and to the operators of any additional web based educational programs and services which ISD 318 may add during the upcoming academic year.

**Sign and Return the DSLi Policy and Insurance form to give App Consent .**

## APPENDIX C: Parent 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 family. 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.

### 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 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 sleep, but not in the bedroom

Parenting experts suggest parking 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 child to sleep with an iPad, computer or cell phone.**

### Filter Access

Filtering software is not built in to the iPad. While many potential dangers are filtered and blocked 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 teen's use of many technologies (such as iPods, video game systems, and cell phones) likely gives your teen the ability to connect to unfiltered public wireless networks (such as in a library or coffee shop, by picking up a neighbor's 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, one best learned before heading off to college or the workplace.