Shelbyville Central Schools

1:1@SHS

Shelbyville High School 1:1 Expectations

The 1:1 initiative, which has been adopted by SCS, will enhance learning for our students using 21st Century Skills. Learning results from continuous dynamic interaction among students, educators, parents, and the extended community. Effective teaching and learning with Devices integrates technology into the curriculum anytime, anyplace.

Overview

Shelbyville Central Schools is proud to offer our Students Apple Devices for use at school and at home. This 1:1 Device Program, which provides mobile computing and wireless technology to SCS Students, has been designed to enhance the delivery and individualization of instruction. For students and parents/guardians, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving a Device.

- Students will receive instruction from school staff on the proper use of the Device.
- Students will be able to take the Device home during the school year.
- Students are expected to treat the Device as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the Device unattended or in the passenger area of a car.
- Students must take precautions to prevent damage to the Device; for example do not leave the Device where there is danger of coming in contact with moisture or excessive heat. This would include protecting the machine from inclement weather.
- The Device comes with preloaded apps and must not be removed. Only school approved apps may be downloaded onto Device.
- Students are to use the Device to access only socially and educationally appropriate materials and websites.
- Students must not use the Device to purchase goods and services via the Internet. (Parents/students are charged with full responsibility for any financial obligations incurred from the inappropriate use of the Device.)
- Students are to use the Device in accordance with the SCS Acceptable Use Regulations and to maintain the Device in accordance with the procedures and information provided.
- Students are expected to adhere to any additional requirements set forth by the classroom teacher.
- Devices are the property of SCS and must be returned at the end of the academic year, upon withdrawal from SCS, or at the request of a teacher or administrator. Willful failure to return the Device in accordance with the stated conditions will result in criminal prosecution.
- Since the Devices are the property of SCS, officials of the school have the right to review all material stored on or accessed by any Device.
- School officials may revoke a student's Device use privileges for misuse or violation of policies.
- Violations to the Responsible Technology Use Agreement may result in temporary or permanent loss of network privileges, school discipline, and/or financial liability for damages.

RECEIVING YOUR DEVICE & CHECK IN

I. Registering Your Device

Device will be distributed at the start of each year. Parents and students will have the opportunity to view a yearly Information Session prior to receiving their device for the first time. Before receiving a device, students and parents must sign copies of the following documents:

- Device Accidental Protection Plan Form
- Student Pledge for Device Use
- Internet Acceptable Use Policy (Signed at registration)

II. Device Check-In

Devices will be returned during the the last few weeks of school during student checkout so they can be examined for serviceability. If a student transfers out of Shelbyville Central Schools during the school year, their Device will be returned at that time.

TAKING CARE OF YOUR DEVICE

Students are responsible for the general care of the Device they have been issued by the school. Devices that are broken or fail to work properly must be taken to the office for an evaluation of the equipment

III. General Precautions

- The Device is school property, and all users will follow this policy and the Acceptable Use Policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Device and case must remain free of any writing, drawing, stickers, or labels that are not the property of SCS.
- Devices must never be left in an unattended or unsupervised area.
- Students are responsible for keeping their Device's battery charged for school each day.
- Students must keep their Device in the case (Device), provided by the school, at all times.
- Student passwords should remain private (passwords will be provided to student)

IV.　Carrying Device

The guidelines below should be followed:
- Devices must always be within the school provided protective case.
- Limit the number of items carried within a backpack with the Device to limit the amount of pressure applied to the Device screen.
- Avoid bumping the Device against any surface.

V.　Screen Care

The Device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on the top of the Device at any time.
- Do not place anything near the Device that could put pressure on the screen
- Do not place anything in your backpack that will press against the screen.
- Do not "bump" the Device against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- When cleaning iPads use a soft, slightly damp, lint-free cloth. Use only a minimal amount of water or a minimal amount of rubbing/isopropyl alcohol to slightly dampen the soft cloth. Do not use any other type of liquid.
- Avoid getting moisture in any of the openings or along the edge of the screen where moisture may get inside the iPad.
- No cleaning solutions of any kind can be used. There is a coating on the screen that could be damaged if you use cleaning solutions that could cause the touch screen to not work properly.

USING YOUR DEVICE AT SCHOOL

Devices are intended for use at school each day. In addition to teacher expectations for Device use, school messages, announcements, calendars, and schedules may be accessed using the Device. Students must be responsible to bring their Device to all classes unless specifically instructed not to do so by their teacher. The Device is the property of SCS. Therefore, school staff and administration have the right to check any material stored on a student's Device at any time.

VI.　Devices Left At Home

If students leave their Device at home, they are responsible for getting the course work completed as if they had their Device present.

VII.   Devices Undergoing Repair

Loaner Devices may be issued to students when they leave their Devices for repair in the office. There may be a delay in getting a Device should the school not have enough to loan.

VIII.   Charging Your Device's Battery

Devices must be brought to school each day fully charged. Students need to charge their Devices each evening. Only charge your Device with the provided charger.

IX.   Screensavers & Backgrounds

Students picture is a REQUIRED Lock Screen on their iPad (this will help us in the event someone loses their device).

X.   Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- No gaming apps can be installed by the student at any time.
- All software/apps provided by the district must remain on the Device. Data storage will be through apps on the Device and email to a server location.

XI.   SCS-Approved Apple ID

Students should only use the Apple ID provided by SCS. Students should not associate any personal Apple ID with their school-owned iPad. Students should not use their school assigned G-Suite (formerly known as Google Apps) email account with any personal Apple ID.

XII.   iOS Updates

Students should not update the operating system of the iPad (iOS version) unless it has been approved by the school district. There are times where apps that are needed for class will not work properly with the latest release of the iOS for the iPad. It is the responsibility of the student to double-check and verify what version of the iOS their iPad should have installed. If the student is unsure or there is any doubt, the student should not update the iOS on the iPad.

XIII.   Printing

In an effort to be environmentally friendly, we are encouraging paperless assignments. If students need to print anything from their Device, they will need to email or share the document with their teachers to print, and only print when necessary.

XIV.   ## Gift cards and In-App Purchases

Apps can only be purchased through school offices. iTunes gift cards or other app cards cannot be used to purchase any apps. Apple gift cards can only be used on personal devices, not on any school-owned devices. No in-app purchases can be made on any school device. In-app purchases are only for personal devices, not for school systems.

MANAGING FILES & SAVING YOUR WORK

It is the student's responsibility to ensure that all important work is stored in a cloud-based storage solution, like Google Drive. Storage in the cloud will be available on the Device through a school account and this will protect documents in case of re-imaging or mechanical failure. Accidental deletion or Device malfunctions are not an acceptable excuse for not submitting work.

SOFTWARE ON DEVICES

The software/apps originally installed by SCS must remain on the Device
in usable condition and be easily accessible at all times. 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 deleted from Devices at the completion of the course. Periodic checks of Devices will be made to ensure that students have not removed required apps.

XV.   ## Additional Software

Students are not allowed to load unapproved applications on their Devices. SCS will synchronize the Devices to update school provided apps. Students will be required to synchronize their Device to update their apps required by the school.

XVI.   ## Inspection

Students may be selected at random to provide their Device for inspection. These inspections may include an inspection of all material saved on the Device.

XVII.   ## Procedure for Reloading Software

If technical difficulties occur or illegal software or non-SCS installed apps are discovered, the Device will be restored from backup to its original state. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and reimage.

XVIII.   Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students will be required to check in their Devices for periodic updates and syncing.

PROTECTING & STORING DEVICE

Student Devices will be labeled in the manner specified by the school. Devices can be identified in the following ways:

- Record of serial numbers and correlated asset tag.
- SCS Label

XIX.   Storing Your Device

When students are not using their Devices, they should be stored in their classroom, locker or kept with the student. Nothing should be placed on top of the Device when stored in student lockers. Students are encouraged to take their Devices home every day after school, regardless of whether or not they are needed. Devices should not be stored in a student's vehicle at school or at home. Do NOT leave your Device in a place that is experiencing extreme hot or cold conditions (i.e., car in summer or winter). Extreme heat will damage the unit itself, and extreme cold will cause severe screen damage. Students are not allowed to load unapproved applications on their Devices. SCS will synchronize the Devices to update school provided apps. Students will be required to synchronize their Device to update their apps required by the school.

XX.   Devices Left in Unsupervised Areas

Under no circumstances should Devices be left in unsupervised areas. Unsupervised areas include the school grounds, lunchroom, computer lab, locker rooms, unlocked classrooms and lockers, dressing rooms, busses, and hallways. Any Device left in these areas are in danger of being stolen or damaged. If a Device is found in an unsupervised area, it will be taken to the office. Violations may result in loss of Device privileges and/or other privileges.

REPAIRING OR REPLACING YOUR DEVICE

Students will be held responsible for damages to their Devices including, but not limited to, broken screens, cracked plastic pieces, interoperability, etc.

XXI. Claims

All claims for accidental damage or maintenance must be reported and filed with the school office. In cases of theft or loss, students or parents must file a police or fire report and bring a copy of the report to the office before a device can be replaced.