

Maple School  
iPad Handbook  
2018-19



Student Name

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# Maple School iPad Handbook

## Overview

- \* iPad Initiative
- \* iPad Distribution and Return
- \* iPad Care
- \* Organization and Responsibility
- \* Managing Files and Saving Work
- \* iPad Acceptable Use Policy

## iPAD INITIATIVE

The focus of the iPad program in the Fullerton School District (FSD), and here at Maple School, is to provide tools and resources to the 21st-Century Learner. Excellence in education requires that technology be seamlessly integrated 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 high school, college and careers that lie ahead.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all iPads used at Maple School, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom. These policies set high expectations for digital citizenship, emphasize the need for collaboration among the Fullerton School District, site administration, teachers, parents and students to achieve this goal.

## iPAD DISTRIBUTION & RETURN

### iPad Distribution

iPads will be distributed for classroom use during the first week of school. Parents and students must sign and return the iPad Acceptable Use Policy and Handbook Pledge documents before iPads will be issued to the students to take home. Its essential that all participants understand the key elements of the program and have the ability to ask questions. Upon completion of paperwork, 5th- and 6th-grade iPads will be sent home August 28.

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### iPad Return

Students will return the devices in May 2018, so they can be checked for functionality. Students who withdraw or are suspended or separated from the school for any reason must return their iPad on the date of exit.

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## SAFETY

Our primary concern is always the safety and well being of students while on the Internet. FSD does provide a filter that blocks inappropriate websites. That being said, the software is not perfect and determined students will find a way around it. The filter can also be extended to home use but because of our requirements for filtering, it may filter out useful educational sites. The filtering process, when used at home, requires a specific log in sequence. The school will provide this information to you when the devices are sent home. Devices will go home when students complete the iPad Camp here at school.

**The best filter is an attentive adult.** Here at school, that is your child's teacher. At home, that is you, the parent. Ask to see what your student is doing. Learn to check their browsing history, as we randomly do here at school. This is truly a shared responsibility and one we take very seriously. We will teach students about digital responsibility here at school and how to be safe online. For the sake of diligence, we ask that siblings, other family members, and student's peers not use the device. Your student is responsible to see that happens here at school and we ask that you partner with us to ensure that it doesn't happen at home.

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## iPAD CARE

### General Usage

iPads are intended for school-related activities and lesson objectives each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad. Students are responsible for bringing their iPad to school every day, fully charged.

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### Pictures

With respect for all student and staff privacy, students may take pictures with their iPads that relate to school activities and lesson objectives. Taking someone's picture without their permission for other than school related activities is not tolerated and consequences will be given.

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### Storing iPads

Students are expected to take their iPads home every day after school, regardless of whether or not they are needed. Devices must be brought to school every day in a fully charged condition. Students need to be responsible for charging their devices each evening.

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### Passcodes

Students are absolutely prohibited from putting any type of passcode on their device. If they do choose to do so, the only way to restore the device is to wipe out all content and restore the unit to original settings. Device restoration will destroy all student work, pictures, and projects they have stored on their apps.

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### iPad Undergoing Repair

Loaner iPads may be issued to students when iPads are being repaired. There may be a delay in getting an iPad should the school not have a loaner iPad available. Again, we ask that we partner in making sure all devices are treated carefully.

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### General Precautions

Maple iPads are school property and all users will follow this policy and the Fullerton School District's Acceptable Use policy for technology:

- **Students will report malfunctions, damage or loss of device to a teacher or site administrator immediately**
- iPads should always be within a protective case.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, or labels (with the exception of identity).
- iPads must never be left in an unauthorized or unsafe area.

- iPads should remain in the classroom for recess, lunch, PE and for on campus after school activities.

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### **Theft, Damage, Loss**

Care and protection is a major part of being a digital citizen and because the device itself has a cost associated with it, it is very important that we take steps to insure that it is not lost, damaged or stolen. Simple things like keeping the iPad in its cover, being careful not to throw it around in your backpack and keeping it charged and up to date means not matter who owns the device, it will last longer and be more effective.

Theft, damage and loss will be dealt with on a case by case basis. If the iPad is damaged, FSD will repair it.

Loss is discussed with the student and family on a case by case basis.

When it comes to theft, we ask that you be smart in how and where you carry the iPad, use it, or display it - especially off school property. If a device is stolen, we ask that the family report the theft to the Principal, front office and that a police report is filed. The school will keep a copy of the police report on file for our internal records.

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### **Home Access**

Students may utilize their home wireless networks or public networks on their iPads. They may not synchronize their iPad with any computer at home. iPads must be charged while at home. **It is the responsibility of the parent to monitor what students do on their iPads while at home.**

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### **iPad Identification**

Student iPads will be labeled in the manner specified by the School. iPads can be identified in the following ways:

- Record of serial number
- Maple School's iPad Label on back case
- School-appropriate lock screen image with name

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## **STUDENT RESPONSIBILITY**

All students will participate in an iPad Camp that will take place within the first two weeks of school. All expectations will be covered with students in class daily, and iPad "respect" is part of Maple's PBIS program.

### **Three Strikes Policy**

In an effort to support student organization and transition to the iPad program, Maple School will institute the Three Strikes Policy designed to insure safe and effective use of the iPads by students.

Students who violate any individual policy more than three times will receive a referral, and parents will be notified via Classroom Dojo or written notice.

Consistent misuse of iPad will result in a parent/student/teacher/principal meeting to discuss a proactive plan to assist student with responsibility.

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The following are some examples of violations that may earn a strike:

### **iPad Storage**

If an iPad is found in an unauthorized area, it will be taken to the Front Office.

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**iPads Left at Home**

If students leave their Maple School iPad at home, they are responsible for getting the coursework completed as if they had their iPad present.

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**iPad Battery**

iPads must be brought to school each day in fully charged condition. Students need to charge their iPads each evening.

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**iPad Behavior**

iPads are to be used as an instructional tool. Students who violate classroom/ instructor rules may receive a strike.

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**Digital Citizenship**

Appropriate and kind digital citizenship is expected at all times.

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**POSITIVE REWARDS**

Students will also be rewarded for being responsible with their iPads. Following the school's personal standards of being safe, respectful and responsible will earn them, classroom incentives and "free app time" as designated by their classroom teachers.

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**ORGANIZATION: FILES & SAVING WORK**

**Saving to the iPad/Home Directory**

It is recommended that students save their work and documents to a storage location in the cloud. All students have a Google Drive account designated for storage of student work.

It is very important to ensure sufficient storage for efficient use.

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.

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**Network Connectivity**

In the case that the network is down, FSD and Maple School will not be responsible for lost or missing data.

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**iPad Apps**

The software/apps installed by FSD and Maple School must remain on the iPad 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. Random, periodic checks of iPads will be made to ensure that students have the required apps and that the devices are being used appropriately.

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**Students are not allowed to install additional software/apps on iPads.**

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**FSD and Maple School will ensure the iPads contain the necessary apps for schoolwork.**

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Students are NOT allowed to synchronize iPads to other computers, iTunes or other personal accounts, or to add apps to their assigned iPad. This includes students creating separate accounts for apps or websites (such as Google, iTunes, iCloud, Facebook, Paper, Twitter, etc)

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If technical difficulties occur and unauthorized apps are found on a student device, the iPad will be restored to factory defaults. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and/or re-image.

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### iPAD ACCEPTABLE USE POLICY

The use of FSD and Maple School's technology resources is a privilege, not a right. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates the User Terms and Conditions named in this policy, or as determined by FSD and Maple School, privileges may be terminated, access to the school technology resources may be denied, and the appropriate disciplinary action shall be applied.

FSD and Maple School reserve the right to review, monitor, and restrict information stored on or transmitted via Maple School owned equipment and to investigate inappropriate use of resources.

Use of any information obtained via FSD and Maple School's designated Internet System is at your own risk. FSD and Maple School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

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#### **Students are Responsible for:**

- Using computers/devices in a responsible, appropriate and ethical manner
- Obeying general school rules concerning behavior and communication that apply to Maple School's iPad/computer use
- Helping FSD and Maple School protect the computer system/device by contacting an administrator about any security problems encountered
- Monitoring all activity on own account(s)
- Turning off and securing iPad to protect work and information
- Any inappropriate email should be reported to advisor and include a printed copy for records
- Returning iPad to Maple School at the end of each school year

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#### **Student Activities Strictly Prohibited:**

- Modifying the operating system outside of Apple released software (i.e. jail breaking), use of email, IM, chat rooms or forums without school AND parent permission.
- Bypassing the FSD and Maple web filter through a web proxy or personal hotspot.
- Illegal installation or transmission of copyrighted materials.

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening or obscene materials, including cyber-bullying.
- Obtaining any form of plagiarism such as, but not limited to sites selling term papers and other forms of student work.
- Downloading and installing apps.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's internet/E-mail accounts for financial or commercial gain, for inappropriate or illegal activity as interpreted by the School.
- Use of anonymous and/or misrepresenting identify.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data including but not limited to, uploading or creating viruses/software) of school equipment.
- Participation in any form of illegal behavior (ie credit card fraud, electronic forgery but not limited to)
- Any action that violates existing School policy or public law.
- Audio, video recording or photos of others without express permission.

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# IPAD HANDBOOK PLEDGE

## (KEEP FOR YOUR RECORDS)

I agree to all terms and conditions in the iPad Handbook.  
Acepto todos los términos y condiciones del Manual del iPad.

Print Student Name (Nombre del estudiante):

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Teacher & Room Number (Maestro y Salon)

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Parent Signature (Firma de Padre)

Date (Fecha)

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Principal Signature (Firma de Director)

Date (Fecha)

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# IPAD HANDBOOK PLEDGE

## (PLEASE SIGN AND RETURN TO YOUR TEACHER)

I agree to all terms and conditions in the iPad Handbook.  
Acepto todos los términos y condiciones del Manual del iPad.

Print Student Name (Nombre del estudiante):

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Teacher & Room Number (Maestro y Salon)

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Parent Signature (Firma de Padre)

Date (Fecha)

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Principal Signature (Firma de Director)

Date (Fecha)

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