



# Plano CUSD #88

## 1:1 iPad Handbook for Students and Parents

This 1:1 iPad Handbook Is Intended To Promote  
Responsible And Productive Use Of Devices As  
Learning Resources

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## **Plano School District 1:1 iPad Program**

Plano Community Unit School District No. 88 (hereafter “district”) will offer the use of an iPad from Apple as a digital learning tool. Students are also required to follow all guidelines outlined in the district’s Responsible Use Policy, as well as all Board policies. As the District focuses on new technologies and educational methodologies, additional policies will be continually reviewed and this set of policies will be updated. The iPad will be issued to students according to the guidelines set forth in this document. The classroom teacher, school administration, or district employee reserves the right to collect and/or inspect the iPad at any time and to alter, add, or remove installed software or hardware.

### **What does 1:1 look like?**

Implementation of a 1:1 program will focus on using the device as a tool to provide students with effective and engaging instruction based on proficiency standards and expectations. Digital content, strategies, and resources embedded in the curriculum will support planning instruction with technology, not teaching the technology itself. The primary goal is always effective and engaging instruction. An effective 1:1 program supports individualized, differentiated, and personalized instruction. Individualized instruction accommodates the learning needs of different students. The learning objectives remain the same for all students, but each student can progress through some of the material at their own pace and according to their individual learning needs. Differentiation refers to research-based instruction that is tailored to students’ preferences and learning needs. The instructional method or approach may vary depending on what is most appropriate for a single student or group of students. Personalized instruction incorporates individualized, differentiated, and personalized instruction. A device can provide the additional support needed for students to have a personalized learning process that focuses on student-centered instruction.

### **The 1:1 learning environment is NOT:**

- A replacement for great instruction provided by teachers and peers
- An online-only learning experience
- An individual learning environment
- A requirement, it is a privilege

### **Expectations and Beliefs**

All students and parents are required to /guardians review and sign the Plano CUSD #88 1:1 Student/Parent Handbook as a condition of receiving an iPad.

Our expectation and belief is that students will use district technology responsibly and understand appropriate and acceptable use of district technology and networks. We also expect students to keep their district-issued devices safe, secure, and in good working order. Because the loaner device is owned by the District, it is subject to usage monitoring and content search at any time. No privacy is expected in the use or data stored on the district-owned device.

The use of this device, as well as access to the computer network, Internet and email, is a privilege and not a right. iPads will be provided for educational purposes only and are intended to support district learning objectives.

## **Parent/Guardian Responsibilities**

The District makes every effort to ensure that parents/guardians and students have the tools and resources to ensure the safe use of devices at home. Parents and students must sign and return the Plano CUSD 1:1 Parent-Student Device Agreements before their child can be granted full use of the 1:1 device. These documents confirm that students and parents understand the District 1:1 Handbook.

## **Distribution And Collection Of Devices**

### **Initial Distribution**

All devices will be inventoried at the end of each school year. Students will be assigned the same device each year. Students must keep devices in good working order.

Your student will be provided with the following:

- Device with a unique ID barcode
- Device charging cable and USB "block" Device
- Case

### **Check In/Out**

1. iPads will be assigned/loaned in the same manner as books of text.
2. The iPad's asset and serial tag number will be recorded in our PowerSchool Device Manager + database.
3. All iPads, cases, chargers, and accessories provided by the school must be returned at the end of the school year.

4. Students who withdraw or receive a long-term suspension must return their iPad and accessories on the date of termination.
5. Failure to return the iPad may result in a theft report being filed with the Plano Police Department.
6. Like a textbook, iPads are District property and students are responsible for returning them in reasonable condition. Any loss or damage to the iPad is the responsibility of the student and handled in accordance with school policy.

### **New Students to the District**

As students enter the district, there will be a case-by-case discussion of where to place the child in the device assignment cycle.

### **Return Device**

Students will return their iPads at the end of each school year, when they transfer to another district building or move out of the district. Students must also return devices immediately at the request of school officials if warranted by a disciplinary situation or investigation. Students withdrawing from the District must return their iPad and accompanying materials on their last day of attendance. If the iPad is not returned, the student will be charged a replacement cost (\$379). Students who refuse to voluntarily surrender their iPad or fail to pay the full replacement cost will also be responsible for payment of all costs, including, but not limited to, attorneys' fees incurred by the district to recover the iPad or any fees owed.

### **Cost of an iPad**

- The cost of an iPad includes: iPad, case, charger, and software applications (apps). All must be returned in good working order at the end of the school year, when a student withdraws or terminates enrollment in Plano CUSD 88 for any reason.
- Apps will be installed on the iPads and will become the property of the District.

### **Damaged, Lost, or Stolen Ipads**

- Only school district personnel are authorized to troubleshoot, diagnose, or repair your loaner device. Do not allow third-party service persons to tamper with your assigned iPad. This will void the warranty and you will be responsible for all damage associated with the device. Any attempt to alter the current configuration, either physically or mechanically, is strictly prohibited.

- Loss, theft, or damage to a device should be reported to school officials as soon as possible. School administrators and technology staff will assess the situation and confirm the costs to be assessed to the student/parent.
- The following prices are the estimated replacement costs. Full replacement cost may be charged for the following: third incident of accidental damage, misuse, neglect, intentional damage, lost/stolen device. Students/parents may be billed for the actual replacement cost.

<b>Item:</b>	<b>Estimated Cost:</b>
iPad	\$379
iPad Screen	\$175
iPad USB "Brick"	\$30
iPad Charger Cable	\$20

## **Student Use of**

- The iPads will be distributed throughout the school year and will be collected at the end of the school year. All iPads must be returned at the end of the school year or the student may be charged for the replacement cost of the iPad.
- Each iPad will be distributed with a school-provided case, which must remain on the iPad at all times.
- The iPad is the property of the District and, as a result, may be confiscated and searched at any time. The student should NOT have any expectation of privacy of materials on an iPad or school-provided or supported email service. Devices may be randomly selected and subject to inspection.
- The iPad comes equipped with a front and rear camera and video capabilities. Students must ask permission before recording an individual or group. The District retains the rights concerning any recording and/or publication of the work or image of any student or staff member. Students must obtain permission from an administrator to post a photo or video of any school-related activity.
- Students are responsible for bringing their fully charged iPad to school each day. Failure to bring an iPad or any other class material does not relieve a student of responsibility for class work.
- Custom screen savers or backgrounds are not allowed.
- The District reserves the right to disable the App Store and remove any apps deemed inappropriate.
- The iPad offers limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate, or archive files to a separate storage space.
- All students must recognize and protect their personal and private information. While on the

Internet, students should not reveal personal information, including their home address or phone number, or the address or phone numbers of other students.

- The District requires students to take their iPad home at night to work in class and to recharge. All rules and regulations that are in effect during the school day extend to iPad use at home.
- The District makes no warranty, written or implied, that materials on the iPad, including student work, will be safe from accidental or other deletion or corruption.

## **Student Responsibility**

- Bring the iPad to school every day in working condition, fully charged.
- Use iPad as a learning tool while creating original work that is not plagiarized or borrowed from a classmate or any other person or source.
- Please take personal responsibility for the iPad and take care to avoid damage and/or loss of the device.
- Participate in classroom activities and follow the directions of Plano staff regarding the appropriate use of the iPad.
- Use online resources safely, respectfully, and appropriately.

## **Parental Responsibility**

- Stay informed of your child's activities on the iPad, regularly use the device to familiarize yourself with its capabilities.
- Communicate concerns with teachers regarding the implementation of technology in the classroom.
- Communicate with your child about its use.
- Talk with your child about the values and standards your child should follow about using online resources, just as you would about using all media sources of information, such as television, phones, movies, and Radio.

## **Responsibilities**

- Provide access to the Internet, email, and other online educational resources.
- Provide an internet filter to try to block inappropriate material.
- Use the iPad effectively as a vital tool in the instruction and learning process.