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## iPad/Chromebook Guide

### BURKBURNETT ISD

#### VISION

Transforming learning to inspire ALL students in an ever-changing world.

#### GOALS

The school, as a learning community, will create a highly engaging, purposeful, and authentic learning environment by:

- Building a learning environment that integrates interactive instructional practices that fully prepare all students for a digital and global society.
- Preparing students for success in all post-secondary opportunities.

Burkburnett ISD will continually create a digitally accessible learning environment by:

- Developing a comprehensive digital anywhere, anytime learning environment through the integration of differentiated professional development, cutting-edge technological tools, and supportive infrastructure (including hardware/software and human capital).
- Creating a district-wide expectation for ethical digital citizenship that fosters freedom within a safe learning environment.

#### What is an iPad?

In basic terms, the iPad is a tablet or "slate" computer. The iPad runs on iOS as its operating system. The Ipads can run local apps, and other apps through internet connectivity.

#### What is a Chromebook?

A Chromebook is a personal computer running Google Chrome OS as its operating system. The Chromebooks are designed to be used while connected to the Internet

and support applications like Google Docs that reside on the Web, rather than a traditional PC application like Microsoft Office or Photoshop that reside on the machine itself. The Chromebook will allow students to manage daily tasks while being productive with an affordable laptop that is easy to use and manage.

### **Procedure for Being Issued an iPad/Chromebook (Grades K-5)**

As part of the registration process, a parent/guardian MUST

- Sign the child's iPad/Chromebook agreement paperwork
- Discuss with your child the student agreement rules and have him/her sign it
- All fines/holds must be cleared prior to an iPad/Chromebook being issued.

### **Training**

An important component of the program will be education about digital citizenship and appropriate online behaviors. Students will also receive training on digital citizenship/safety during the first weeks of school from their teachers. The students will also be provided with a brief overview of how to log in to the device and access Google Drive and their Burkburnett ISD email account. The choices and consequences of appropriate technology use will be addressed throughout the school year by campus principals including reminders and reinforcement about safe online behaviors.

### **Return**

The District maintains ownership of the device at all times. If requested by the technology department or an administrator, students may be required to turn in their iPad/Chromebook for maintenance or inspection.

Should a student leave or unenroll from Burkburnett ISD the student is required to return the iPad/Chromebook to the district along with all accessories. Should the student fail to return the iPad/Chromebook, the student and or parent may be responsible to pay restitution for the cost of the device and its ancillary equipment.

### **Using Your iPad/Chromebook**

The iPad or Chromebook is intended for use at school each and every day. In addition to teacher expectations for iPad/Chromebook use, students may be asked to access messages, announcements, calendars, handbooks, grades, and other shared documents using their devices. Students are responsible for bringing their devices to all classes, unless specifically advised not to do so by their teacher. While in class, students are expected to comply with all school rules, policies, and teacher directives when using their devices.

Loaner devices may be issued to students for use at school when their devices are being repaired.

A limited number of "loaner" devices are available so a loaner cannot be guaranteed.

At this time, printing from the iPad or Chromebook will not be available at school. Printing will be available from non-Chromebook school computers on a limited basis and subject to classroom requirements. When possible, teachers will facilitate digital assignments. Therefore the primary location for saving files should be to the student's Google Drive which is accessible to them on any Internet enabled device. Teachers will teach students appropriate means for sharing documents, saving work, and submitting assignments in the Google Drive and Google Classroom environment.

Sound must be muted at all times at school unless permission is obtained from the teacher for instructional purposes. Free wireless access while at school will be provided by Burkburnett ISD. The District is not responsible for charges incurred for accessing other wireless connections or data charges.

### **Care of Your iPad/Chromebook**

The iPad/Chromebook is Burkburnett ISD property and all users will follow these policies and the Burkburnett ISD Acceptable Use Policy. The students are responsible for the general care of the iPad/Chromebook they have been issued.

iPad/Chromebooks that have physical breakage or fail to work properly must be immediately reported to their teacher and taken to the library to be logged for repair. If a loaner device is needed, one may be issued to the student until their device can be repaired or replaced (subject to loaner availability).

### **General Precautions**

- No food or drink should be on or next to the iPad/Chromebook.
- Cord, cables, and removable storage devices must be inserted carefully into the iPad/Chromebook.
- Do NOT plug rechargeable devices into the USB port on the right side of the Chromebook. Instead only plug rechargeable devices (such as cell phones) into the USB 3.0 port located on the left side of the Chromebook.
- Heavy objects should not be placed on the top of iPad/Chromebook.
- Avoid exposing the iPad/Chromebook to extreme temperatures.
- Students should never disassemble or attempt to repair the iPad/Chromebook.
- iPads/Chromebooks must remain free from any writing, drawing, stickers, or labels that are not the property of Burkburnett ISD. Defacing the iPad/Chromebook or case is not allowed and will result in loss of privileges and disciplinary consequences.
- Never carry or pick up a Chromebook by grasping the screen.
- Always close the Chromebook before carrying it to another location.
- Chromebooks should always remain in the protective case if one was issued. The case is designed to allow for the Chromebook to be fully used while staying in the case. Name tags should remain on the case at all times.

## **Screen Care**

- The screens may be damaged if subjected to heavy objects, rough treatment, certain cleaning solvents, and other liquids. These screens may be particularly sensitive to damage with excess pressure.

## **Asset Tags**

- All iPads/Chromebooks will be labeled with a District asset tag that contains a barcode for inventory purposes. Asset tags may not be modified, removed, peeled, or tampered with in any way.

## **Storing Your iPad/Chromebook**

- iPads/Chromebooks should never be stored in any unsupervised area including hallways, the library, or the cafeteria.
- Students are responsible for the safekeeping and protection of iPads/Chromebooks.
- Nothing should be placed on top of the iPad/Chromebook.

## **Software and Security**

All Chromebooks are supplied with a recent version of Google Chrome Operating System (Chrome OS) and all iPads are supplied with Apple iOS software. Both devices will also have many other applications installed which are useful in an educational environment. The Chrome OS will automatically install approved updates when the device is shutdown and restarted. The district does employ a centralized management system that is utilized to change security settings, update software, and add and remove applications. Students are prohibited from disabling, modifying, circumventing or altering the management system settings or content filter.

## **Virus Protection**

Because virus protection is built into Apple IOS and Chrome OS, additional virus protection software is unnecessary.

## **Content Filter**

The District utilizes an Internet Content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All iPads/Chromebooks will have Internet activity filtered. Despite the filter, the District cannot guarantee that all controversial or inappropriate materials will be blocked.

## **Google's G Suite for Education**

iPads/Chromebooks seamlessly integrate with the Google's G Suite for Education set of productivity and collaboration tools. This suite includes Google Docs, Sheets, Slides,

Drawings, Forms, GMail and other apps.  
By default, all work is stored in the cloud.

### **No Expectation of Privacy**

Students have no expectation of confidentiality or privacy with respect to the usage or content of a district-issued iPad/Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student iPads/Chromebooks. iPads/Chromebooks are subject to confiscation at any time and without prior notice. At no time will a webcam be used to monitor students. By using an iPad/Chromebook, students agree to such access, monitoring, and recording of their use.

### **Repairing and Replacing Your Chromebook**

#### **Protection Plan**

Students are required to purchase a technology protection plan, \$10 for BMS Chromebooks / \$25 for BHS Chromebooks. The protection plan will cover the cost of a one-time repair or replacement of the device (not accessories such as charger, case, or headphones) in the event of accidental damage or theft if a police report is provided. Each additional repair or replacement during the same school year due to accidental damage will incur a charge. This protection plan does not cover for loss of the iPad/Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional abuse, neglect, or misuse.

### **Digital Citizenship**

School issued iPads/Chromebooks should be used for educational purposes and students must adhere to the Burkburnett ISD Acceptable Use Policy as well as related policies and procedures at all times when using the devices.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself - Show respect through actions. Select online names and images that are appropriate. Use caution with the information, images, and other media that is posted online. Carefully consider personal information you share about yourself.
2. Protect Yourself - Ensure that the information, images, and other media that is posted online will not put you at risk. Do not publish personal details, contact details, personal activity schedules.

Immediately report any inappropriate behavior directed at you while online. Protect your passwords, accounts, and resources at all times. Never share this information with others.

3. Respect Others - Show respect to others. Do not use electronic mediums to antagonize, bully, annoy, harass, or stalk people.

4. Protect Others - Protect others by reporting abuse and not forwarding inappropriate materials or communications. Avoid unacceptable materials and conversations.
5. Respect Intellectual Property - Request permission to use copyrighted or otherwise protected materials. Properly cite the use of websites, books, media, etc.
6. Protect Intellectual Property - Do not use pirated software or distribute music or media in a manner that violates license agreements.