

iSullivan Handbook

2014-2015



Equal Access for Excellence

The Mission

- iSullivan's mission is to provide equal access to technology in an effort to inspire excellence in ourselves, our community, and in every student, every day!

The Goal

- The goal of iSullivan is to create and support equitable opportunities for student learning through technology, using the device as an extension of the classroom.

The Tools

- The initiative is not about the tool used, but about how it is used to effectively facilitate learning.
- The device for student use will be the iPad.

Tool Selection Committee

Sullivan Elementary School	Sullivan Middle School
<ul style="list-style-type: none">• Rita Florey, Principal• Drew Campbell, 4th Grade• Micah Heddins, 5th Grade• Nichole Hendry, 4th Grade• Lynnette Rotramel, 5th Grade• Heather Wilson, 5th Grade	<ul style="list-style-type: none">• Jerry Calandrilla, Principal• Ashton Harwood, Language Arts• Jon Harwood, Special Education• Megan Holt, Language Arts• Rikki Ray, Language Arts• Troy Rogers, Science• Tara Standerfer, Social Science• Shannon Stewart, Language Arts
Sullivan High School	District-Level Employees
<ul style="list-style-type: none">• Erik Young, Principal• Dan Allen, Social Science• Nathan Becker, Science• Ben Richter, Social Science	<ul style="list-style-type: none">• Brad Tuttle, Superintendent• Ted Walk, Assistant Principal• Val Kalagian, Technology Coordinator• Jessica Reeder, School Psychologist• Mark Waelde, Information Technology Technician

Acceptable Use Policy

Sullivan CUSD #300

iPads

Responsibilities

Parent/Guardian Responsibilities

- Talk to your child about the values and standards they should follow using the iPad and the Internet.
- Remind your child that misuse or damage to district-owned technology, including the iPad, is the financial responsibility of the family and that great care should be taken to treat the equipment properly and respectfully.

Student Responsibilities

- Use all technology devices, including the iPad and charger/cable, in a responsible and ethical manner.
- Keep the iPad in the district-provided protective case at all times.
- Use all technology resources in an appropriate manner so as not to damage school or district equipment.

Student Responsibilities

- The district will monitor all activity on your accounts.
- Do not share account passwords with other users.
- Return the iPad (including case, charger, and lightening cable) issued to you at the end of the school year or at time of un-enrollment from Sullivan CUSD #300 or transfer to another school district.

Assigning of District iPad (Check-Out)

- To receive an iPad, both for in-school use only and for those students who wish to take an iPad home, the student and a parent/guardian must:
 - Attend an Information Night
 - Carefully read the iPad Handbook
 - Sign the iSullivan User Agreement for Students and Parents
 - Review the iSullivan Accident Protection Plan
 - Sign the iSullivan Enrollment Form

Three Options for iPad Usage

1. Pay the enrollment fee (\$25.00) and give consent for your child to use the iPads at school and at home.
2. Give consent for your child to use the iPads at school ONLY.
3. Do NOT give consent for your child to have an iPad assigned to him/her.

Apple ID Information

Does my child need an Apple ID?

- Yes
- In order for the school to push applications, textbooks, and activities to the device assigned to your son/daughter, an Apple ID is required.

Notice for Sullivan CUSD #300 Parents with Students under 13 Years of Age

- For students under 13, Apple IDs are requested from Apple by Sullivan CUSD #300. An email will then be sent to you from Apple asking a parent or guardian to review the Apple ID request form online. When the parent or guardian completes the request form, an Apple ID will then be created for the student.

Notice for Sullivan CUSD #300 Parents with Students under 13 Years of Age

- Apple IDs for students under 13 include the following features:
 - Account settings, such as email address and date of birth, cannot be changed.
 - No credit card is attached to the account at setup.
 - Limit Ad Tracking is turned on for the account to ensure the student does not receive targeted advertising from Apple.
 - Students can't opt-in to receive marketing materials.
 - A parent or guardian can be notified of any significant changes to the terms of the account.

Sullivan CUSD #300 will not be assigning an Apple ID to you for use with your assigned iPad- Over 13 years of age

- Here are your options:
 - Use your current personal Apple ID.
 - Create a new Apple ID.
 - Before beginning this process, note that you will need an email address that is **NOT** already associated with an Apple ID.

Important Note

- The school will not be managing your Apple ID and will not be able to look up your password if you forget it.
- Please be responsible and write down your security questions and answers!

Returning the Assigned District iPad (Check-In)

- The iPad, protective case, charger, and charging/lightening cable must be returned at the end of each school year in good condition for maintenance, cleaning and software installations.
- If a student fails to return the iPad at the end of the school year or upon termination of enrollment at Sullivan CUSD #300, that student will be subject to criminal prosecution for theft and/or civil liability.
- The student will also pay the replacement cost of the iPad, or, if applicable, any deductible.

Using the iPad at School

- The iPad is the property of Sullivan CUSD #300 and as a result may be seized and reviewed at any time. Students should have NO expectation of privacy of materials found on the iPad or school supplied accounts.
- The iPad is to be in the district-provided protective case at all times.
- The iPad comes equipped with both a front and rear-facing camera and video and audio recording capacities. Use of the camera, video and audio equipment is prohibited unless permission is granted by district staff for the completion of academic work.

Using the iPad at School

- Students must be responsible to bring their iPads to all classes, unless specifically instructed not to do so by their teacher.
- If students leave their iPad at home, they will still be responsible for getting their course work completed.
- Under no circumstances should an iPad be left in an unsupervised area.
- If an iPad is being repaired, a loaner iPad may be issued to students, if available.

Using the iPad at School

- District Apps and the iPad software are updated periodically by district staff. It is the student's responsibility to update Apps they install using their own Apple ID.
- Any attempt to circumvent the district web filter will result in disciplinary action and the possible revocation of the iPad for a period of time.

iPad Use Guidelines

- Abide by the district's Acceptable Use Policy, this Handbook, and all District policies at all times.
- Secure your district assigned iPad in your locker whenever it is not in your direct possession. Never leave it unattended.
- Repairs will be organized by district staff. Do not attempt any repairs yourself.
- You are responsible for backing up personal data (school work) on the iPad.

iPad Use Guidelines

- If necessary, your iPad may need to be reset by district staff. Resetting causes all programs and files on the device to be erased and the device returned to its original state.
- Network administrators may review your files and communications to ensure you are using the iPad appropriately. Do not expect that files stored on your iPad will always be private; this is a district-owned and issued device.
- You are responsible for the appropriateness of all files, data, and internet history on your district-assigned iPad.

iPad Personalization

- Students may personalize the home screen with appropriate media.
- Students will use their school ID as their lock screen to help with identification purposes.
- You are required to passcode protect your iPad and may be required to unlock your device for a school official.

iPad Personalization

- You may install Apps from your own personal iTunes account in accordance with the legal license agreements to support educational activities.
- Loading music from your personal collection is permitted in accordance with the legal license agreements.
- If illegal or unauthorized software/Apps are discovered, the iPad will be restored from backup or reset to factory defaults.

Instructional Use of the iPad

- If you have chosen to participate in iSullivan Accident Protection Plan, you are responsible for bringing your iPad to school, fully charged, every day. If you do not have it, you must complete all work as if it were present.
- To prevent classroom distractions, sound must be muted during school hours unless instructed otherwise.

Instructional Use of the iPad

- The software/Apps originally installed by Sullivan CUSD #300 must remain on the iPad.
- Printing will not be allowed from the iPad as it allows you the opportunity to save and send items digitally.

Instructional Use of the iPad

- Whether at school or at home, the district-issued iPad is intended for instructional/educational use.
- Student professional development will be conducted as the iPads are being distributed to each grade level.

Software on the iPad

- School Provided Apps / Software
- Additional Apps / Software
- Procedures for Reloading Apps / Software
- Jail-Breaking and Hacking

Using the iPad at Home

- Home Internet Access
- While at school, internet traffic is logged and filtered. When off school property, student internet traffic will not be filtered.
- The district-issued iPad is intended for use by only the student to which it is assigned.

iPad Care and Maintenance

General Information

- Students are responsible for the general care of the iPad, charger, and charging/syncing cable they have been issued.
- Do not attempt to gain access to the internal electronics or to repair the iPad.
- Each iPad has the ability to be remotely located.
- Each iPad has a unique identification number.
- **NEVER LEAVE YOUR iPad UNATTENDED!**

Battery and Charging

- The iPad comes with ports for charging and other accessories.
- Each iPad must be charged at home and brought back to school ready or use each school day.
- iPads should never be left in a hot car or similar environment, as damage to the battery will result.

Cases

- The iPad comes with a protective case.
- iPad cases furnished by the school must be returned with only normal wear and no alterations to avoid paying a replacement fee of \$45.
- iPads must remain free of any writing, drawings, stickers, or extra labels.

Screen

- iPads do not respond well to liquids.
- Do NOT use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad.
- The iPad screen is glass.

Storage and Carrying

- iPads WILL NOT be used outside on the playground, in the locker room, or in the bathrooms.

iPad Identification

- All iPads are enrolled in Apple's Device Enrollment Program for Education and the district's mobile management system by serial number.
- Students will use their school ID as their lock screen to help with identification purposes.

Parents' / Guardians' Guide to Safe Use

- Sullivan CUSD #300 recognizes that with new technologies comes new challenges to both teachers and parents.
 - Take extra steps to protect your child.
 - Go where your child goes online.
 - Know who your child is collaborating with online.
 - Understand sites' privacy policies.
 - Limit the time your child is on the iPad.
 - Report unwelcome or malicious online threats.
 - Help your child develop a routine.
 - Take a look at the Apps on the device.
 - Read and share this Sullivan CUSD #300 iSullivan Handbook with your child.

Do Not Wish To Participate

- For every iPad-based assignment, the teacher directly related to that subject matter will provide an alternative assignment at his or her discretion.
- This will be a traditional assignment that the teacher has created to teach the same objectives that would have been taught using the iPad.

iSullivan User Agreement for Students and Parents

- All use of iPads should be consistent with the educational goals of the district. Student expectations for use are as follows:
 - Responsible Use
 - Safe Use
 - Respectful Use
 - Productive Use

Please complete the following forms:

- iSullivan Handbook Agreement
- iSullivan Accident Protection Plan
- iSullivan Enrollment Form

Thank you for
attending the iSullivan
Informational
Meeting!