

JCSD iPad Handbook 2019-2020

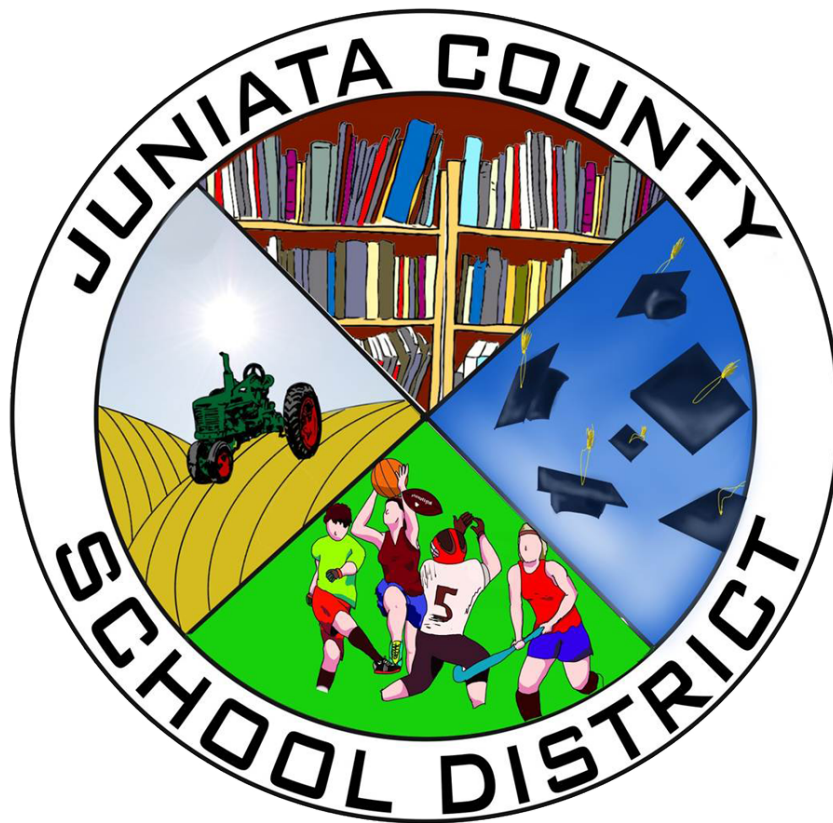


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1.0 Limitless Learning

How do we learn best?

The answers are as many and varied as the students in our classrooms. Each of us has our own best learning style. Since the beginning of formal education, teachers have been challenged to find methods to fit everyone's best style.

The tools that computer technology now provides the educational industry makes this process feasible in ways we could never before imagine. The result is that we can offer our students a deeper, more meaningful educational experience from the first days of kindergarten through the last days of their senior year.

We call this Limitless Learning!

Limitless Learning is not a new curriculum or a new set of textbooks. It is a method of learning that encourages the student to not only absorb new information and knowledge but to:

- Solve complex problems and think critically
- Connect with others and collaborate
- Engage in rigorous learning
- Own the learning.

We look forward to watching students learn in their own 'best' way - without limits!

2.0 WHY iPads?

It is important to understand why the iPad is the tool we are using and how it impacts learning beyond the subject content. This includes understanding how to efficiently and effectively use a device with so many capabilities, as well as how to interact online in a socially responsible way and maintain the safety and security of ourselves and our data.

The benefits of using iPads as a learning tool are numerous.

- iPads are an all-in-one tool that includes a camera, microphone, and access to thousands of software applications.
- iPads come with features that make learning accessible for everyone:
- iPads make it possible for students to do creative projects that reinforce their learning by teaching others through multiple styles of learning (tactile, auditory, visual, etc.).
- Students can use iPads to work independently to accomplish highly rigorous and relevant work.
- Students with special needs can use the touch screen, zoom, screen reader, dictation tool, spelling prediction, and font adjustments.
- Multilingual students have access to apps that help them build vocabulary and reading skills.
- Because iPads are easy to carry around, have long-lasting batteries, and have the ability to download files for access without the Internet, learning can take place anywhere.
- iPads will come with rugged exterior cases and will stand up well to student use.
- Apple has extensive experience in education and will provide us with technical support.

3.0 GOALS FOR STUDENT USERS

The use of iPads will allow students to ...

- increase productivity inside and outside the classroom when completing assignments, projects, and other activities as assigned by the teachers.
- capitalize on the convergence of academic resources such as textbooks, scholarly sources, content rich media, relevant apps, and best practices.
- facilitate mobile learning.
- take a more active role in their education by obtaining access to educational resources and tools that support specific curricular areas.

4.0 GENERAL INFORMATION

The procedures and information within this document apply to all student iPad use in the JCSD including any other device considered by the Administration to come under this document. Teachers may set additional requirements for use in their classrooms.

4.1 Receiving the iPad

- Each student will receive an iPad, case and once cleared to go home: a lightning cable, and USB/AC charger.
- To take iPads home parents/guardians and students must sign and return JCSD iPad Distribution Form before an iPad is issued to the student.
- The iPad is issued to an individual student who is ultimately responsible for the device and all actions associated with the device.
- The iPad is the property of the JCSD and, as a result, may be subject to inspection at any time.
- The students should have no expectation of privacy of materials found on a school supplied iPad or supported email service.
- The School District reserves the right to monitor all content contained on the District iPad. All content must be school appropriate.

4.2 Returning the iPad

- The iPad and all District-issued accessories will be returned upon the request of the District.
- The iPad and all District-issued accessories will be inspected at the close of the school year for service.
- The iPad must be returned immediately when a student:
 - withdraws from the District
 - is expelled
 - terminates enrollment for any reason
 - fails to abide by the Responsible Use Policy (#815)
 - graduates

4.3 Device Protection Plan

A non-refundable protection plan is required for students to take home their iPads. The plan is \$35 for regular, \$25 for reduced lunch students and \$15 for free lunch students for each electronic device. The plan includes one electronic device repair/replacement per school year in the event of theft, loss, or damage. Any additional replacement or repair will cost the student/parent/guardian the full cost of the repair at the full market value of the device. Note: Cords and charging bricks are not covered through the plan.

User Misuse: Students will be responsible for the entire cost of replacement or repair for devices damaged or stolen.

The cost to replace an iPad and charger will be \$300.00. The cost to replace a damaged case will be \$100.00 on the secondary level (9-12 grades) and \$35.00 on the elementary level (grades K-12).

Failure to make payment for a damaged or lost iPad will result in the loss of privileges for your child.

4.4 Juniata County School District Policy for Reporting lost or Stolen District Issued Equipment

Please follow these steps to report your lost/stolen iPad:

1. If lost or stolen during the school day students should immediately notify their teacher and principal.
2. If the device is stolen off of school property or after school hours student/parent should report the incident to the police and file a police report.
3. Parents should obtain a copy of the written police report and bring it to the school principal.
4. The principal will send a ticket to the IT Helpdesk and will attach the police report.

5.0 CARE OF THE iPad

The iPads are school property and all users will follow this document and the JCSD's Responsible Use Policy (#815). Students are responsible for the general care of the iPad that they have been issued by the District. iPads that are broken, damaged, or fail to work properly must be reported to the school office as soon as possible.

5.1 General Precautions

- Keep the iPad in the District provided/approved case.
- Do not lend the iPad to another student.
- Do not attempt to gain access to the internal electronics or repair an iPad.
- Do not alter the base operating system of the iPad (which is known as "jail-breaking"). It is prohibited under all circumstances.
- Do not throw or slide the iPad.
- Insert cords and cables carefully into the iPad to prevent damage.
- Do not write, draw, or place stickers or labels that are not the property of the District on the iPad.
- Do not modify, disable, or attempt to disable the iPad's locator. The iPad has the ability to be remotely located, and tampering with this feature is a violation of the Responsible Use Policy

(#815) and grounds for disciplinary action.

5.2 iPad Identification

- The iPad will be clearly labeled by the district.
- Students should not modify or remove the unique identification number on the iPad.

5.3 Carrying & Transporting iPads

- The protective cases provided with the iPads have sufficient padding to protect them from normal treatment and provide a suitable means for carrying the iPad within the school.
- All iPads must remain in the District-provided/approved cases. Students may not remove the iPads from the protective cases.

5.4 Storing Your iPad

- The iPads must never be left in an unlocked locker, an unlocked car, or an unsupervised area.
- Students should use caution when storing iPads in non-temperature controlled locations, such as a vehicle in excessive heat or if left outside.
- Screens are susceptible to damage from extreme pressure or weight. Do not place or stack objects on the iPad. Be aware that overloaded backpacks can damage the device.

5.5 Screen Care

- Do not use any sharp object(s) on the iPad. While the iPad is considered to be scratch resistant, the iPad can be scratched.
- Do not use cleansers of any type for cleaning the iPad. Use only a clean, soft, dry cloth to clean the screen.

6.0 USING THE IPAD AT SCHOOL

The iPads are intended for use at school each day. In addition to teachers' expectations for use of the iPad, school messages, announcements, calendars, and schedules may be accessed using the device. Students are responsible for bringing their iPads to all classes unless specifically instructed not to do so by a teacher. Loaner iPads may be issued to students when their District assigned iPads have been sent for repairs.

6.1 iPads Left at Home

- Failure to come to class without the iPad means the student is unprepared, and this may result in disciplinary action or poor grade.
- If students leave their iPads at home, they are responsible for getting the course work completed as if they had their iPad in class.
- Students should NOT assume that a loaner iPad will be issued when the device is left at home.

6.2 Charging the iPad's Battery

- The iPad should be fully charged each school day.
- Students should not expect to have an opportunity to charge the iPad at school.
- Failure to come to class with a charged iPad may result in disciplinary action or poor grade.

6.3 Wallpaper/Passcode Lock

- For security reasons, students are required to have a passcode on their iPad.
- Students will be given requirements as to what information is to be included on the passcode lock screen. These requirements must be followed at all times.
- While personalized homescreen wallpaper is permitted, it needs to be school appropriate as defined by the student handbook.

6.4 Sound, Music, Games, and Apps

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students will provide their own earphones/earbuds.
- Throughout the school day, non-instructional use of the iPads is at the discretion of the teacher.
- Data storage on the device is limited. It is important to understand that priority for data storage must be given to educational content. If a device is nearing its storage capacity, the student must remove personal content.

6.5 Printing

- Printing from the iPads will not be available.

6.6 Using the iPad Camera & Microphone

- Students may not photograph or record an individual or group without prior permission.
- Students may not share, post, or upload photographs or recordings of individuals or groups without prior permission.
- Inappropriate use of pictures or recordings is a violation of the Responsible Use Policy (#815), and any violation may result in disciplinary action.
- The iPads may not be used in a locker room or restroom.

6.7 iPad Naming

- The iPad will be named by the District and may not be changed.

7.0 INTERNET ACCESS

7.1 Access at School

- As a part of the district's commitment to student safety, the district provides filtered Internet access on the district's network.
- Students are not permitted to access the Internet using any unfiltered devices, including wireless hotspots while on school property.

7.2 Access at Home

- While students are permitted to use their district-owned iPad with any internet access spot outside the district network, including their home network and on public wifi, the District reserves the right to filter this internet access on the iPad in the future. Should the District decide to introduce filtering internet access on the iPad, advance notice will be given to students and parents/guardians. **Currently, the iPads are not filtered through the district while the iPads are not in the school building.**
- Parents/Guardians should take the necessary precautions for Internet safety with your child.

8.0 MANAGING FILES & SAVING WORK

The primary use of the iPad is for educational purposes. It is the responsibility of the student to manage files, save work, and back up the device to ensure that adequate space is available for educational uses.

8.1 Saving to the iPad

- The iPad provides limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space.
- Storage space will be available on the iPad but will not be backed up in the case of re-imaging.
- Students are encouraged to save work to the iPad and/or cloud services such as Google Drive, DropBox, iCloud, etc.
- Students may also email documents to themselves for storage on a flash drive or home computer.
- It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.
- The JCSD makes no guarantee, written or implied, that materials on the iPad, including student work, will be safe from deletion or corruption, accidental or otherwise.

8.2 Network Connectivity

- The JCSD makes no guarantee that the District's network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

9.0 SOFTWARE/APPS ON THE iPads

9.1 District Installed Apps

- The software/apps originally installed by the District must remain on the iPad in usable condition and be easily accessible at all times.
- From time to time, the school may add software/apps. Deletion of personal apps, documents, photos, videos, or music may be necessary to accommodate instructional applications for school use.
- Periodic checks of iPads will be made to ensure that students have not removed the required apps or added apps that are not authorized by the school.

9.2 Student Installed Apps

- Students may only install apps available on self-service

9.3 Inspection

- All iPads are the property of the JCSD and may be inspected at any time.

9.4 Unauthorized Modification

- If technical difficulties occur due to unauthorized modification ("jailbreaking"), the iPad will be restored from a District backup or reset to factory settings.
- The District does not accept responsibility for the loss of any software/apps or data deleted due to a reformat and/or re-image.
- When warranted, iPad use restrictions or disciplinary consequences may be imposed.

9.5 App & System Updates

- Students are responsible for keeping devices and apps up-to-date.
- Students are encouraged to complete updates whenever possible.

10.0 RESPONSIBLE USE

Students and parents/guardians are required to abide by the terms of Board Policy #815 - Responsible Use of Internet and Network Resources. Students and parents/guardians have agreed to this by signing the handbook acknowledgement form.

10.1 Statement of Responsibility

- The use of the network is a privilege. The user is responsible for what he/she says and does on the network.
- The District will make reasonable efforts to maintain reliable service. It cannot, however, guarantee that the system will always be available or operating correctly.
- Any communication or data contained on or transmitted through the iPad may be subject to review by district staff. Again, the student should have no expectation of privacy of materials found on a school supplied iPad or supported email service.
- In addition to complying with Board Policy #815, student users must comply with additional network policies when connected to other networks.
- Violations of Board policies may result in disciplinary action, up to and including, suspension/expulsion. When applicable, law enforcement agencies may become involved.

10.2 Parent/Guardian Responsibilities

Parents/Guardians will...

- talk to their students about the values and standards that should be followed with regard to Internet use.
- be responsible for damages caused by their student to the iPad, accessories, the JCSD network, or the information contained on the network.

10.3 School Responsibilities

The JCSD will...

- provide filtered Internet and email access to students at school.
- provide data storage options.
- reserve the right to review, monitor, and restrict information stored on or transmitted via district owned equipment.
- investigate inappropriate use of resources.
- provide programming/instruction that encourages ethical use and ownership of the iPad, including proper digital citizenship.

10.4 Student Responsibilities

Students will...

- use iPads in a responsible and ethical manner.
- obey general school rules concerning behavior and communication that apply to the iPad and network use according to Board Policy #815.
- use all technology resources in an appropriate manner to prevent damage including, but not limited to, the loss of data or service interruptions caused by student negligence, errors or omissions.
- help the JCSD protect the iPad and network by contacting an administrator or teacher about any security problems encountered.
- not share passwords or other account information (private or public) for any reason.
- return the device to the lock screen when not in use in order to protect their work and information.
- report messages received containing inappropriate or questionable material to a district staff member immediately.
- not share or transmit any messages received that contain inappropriate or questionable material.
- not participate in behavior that may be deemed as bullying/cyberbullying in accordance with Board Policy #248.1.
- return the device and any accessories in acceptable condition.

10.5 Student Discipline

- The progressive discipline plan in the District's Student/Parent Handbook addresses serious and major offenses, such as theft and destruction of school or personal property (vandalism), which also applies to the device.
- Depending on the seriousness of the offense, appropriate disciplinary consequences will apply including:
 - Student could be asked to check-in/check-out his/her iPad from the School Office daily for 1 week. (The student will still be responsible for all assigned work.)
 - Loss of iPad privileges for a length of time determined by administration. (The student will still be responsible for all assigned work.)
 - The administration reserves the right to implement additional discipline consequences at their direction. These consequences may include, but are not limited to: detentions, in school suspensions, out of school suspensions, behavioral contracts and notification of law enforcement agencies. The type of duration of discipline are within the discretion of the administration based on the severity of the offense, including suspension, expulsion, and police contact) will result.

Appendix A - Frequently Asked Questions

The following list of frequently asked questions is meant to serve as a quick reference to commonly asked questions and does not fully cover all aspects of the iPad Handbook.

1. Why are we distributing iPads to students?

In the JCSD, we are implementing Limitless Learning. Our students will be asked to solve complex problems, connect with others, engage in rigorous learning, and own the learning. The iPads are one of the tools that will help the District meet these goals.

2. As a parent/guardian, how do I monitor my child's use of the Internet?

The iPads access the Internet in a filtered environment when the students are at school; however, no filter is perfect. The filter will not be in effect when devices are off the District's network.

3. When can I take the iPad home?

The JCSD will make an announcement when it has been determined that our students are ready for the responsibility.

4. Can students change the iPad case?

No

5. Can students download apps or music?

No, Students may only download apps through the district's self serve app.

6. Can an iPhone charger be used on the iPad?

Chargers for an iPhone will work to charge the iPad; however, the iPhone charger will take much longer to charge the iPad.

7. Will students keep the iPads for the summer?

Yes, after payment of insurance fee.

8. Can students use a personal iPad at school?

Yes, the district's Bring Your Own Device (BYOD) policy is still in effect; however, the district cannot put school purchased apps on a personal device.

9. What happens if students break, lose, or forget their iPads?

Since the iPad is school issued property, the students will be held accountable for the device. Policies and procedures are in place for reporting lost, stolen, or damaged devices. Forgetting to bring the iPad to class may result in disciplinary consequences.

10. Will students be allowed to take iPads to study hall and lunch?

Yes

11. Will all students have an email account?

Yes, the students will have a school email account associated with their school district Google account.

12. Can students print from the iPad while at school?

No, students will not have the ability to print from the iPads while at school.

13. What happens if students take and post unauthorized photos/videos?

Unauthorized recording and/or posting of any students and/or staff is a violation of the district's Responsible Use Policy and State Law and will be handled accordingly.

14. What happens when students withdraw from school?

The timely return of all district owned supplies and equipment will be expected, as directed under Board Policy #208.

15. Do students need a computer at home to use an iPad?

No, the iPad is a stand-alone device that does not require access to a home computer to download, update, or use apps.

16. Can students access/download inappropriate content?

Content filters are in place to prevent access to inappropriate or explicit content while students are on campus. No content filter is perfect and students will be responsible for following the Responsible Use Policy at all times. Parents/Guardians are encouraged to monitor their child's use of their device at home.

17. What legal information are students and parents/guardians required to view/sign?

Parents are encouraged to read the IPAD student handbook located on the website and the IPAD. When iPads are permitted to be taken home the "JCSD iPad Protection Form" must be signed.

18. How will damage or theft be handled? How much does it cost to replace an iPad?

A non-refundable protection plan is available for iPads. The plan is \$35 for regular, \$25 for reduced lunch students and \$15 for free lunch students. The plan includes one electronic device repair/replacement per school year in the event of theft, loss or damage. Any additional replacement or repair costs will be covered by the student/parent/guardian at the full market value of the device. Cords and charging bricks are not covered in the plan.

Insurance payments are due by October 1, 2018. Any payment received after October 1, 2018 can be purchased for \$50.00 regardless of economic status. Students enrolling after October 1, 2018 will have 30 days to purchase insurance at the reduced rate above.

2018-2019 LIMITLESS LEARNING PROGRAM

JCSD iPad Protection Plan Form	
Student information	
Student Name	
Building	
Grade	
Device Information	
iPad serial #	
Go to settings>general>about to find your device's serial number	
Protection Plan Terms	
<p>A non-refundable protection plan is mandatory for students to take iPads home. However, with the change in policy, the district highly recommends that all families purchase the protection plan. This annual fee is determined by the student's lunch status. The plan is \$35 for regular, \$25 for reduced lunch students and \$15 for free lunch students. The plan includes one electronic device repair/ replacement per school year in the event of theft, loss or damage. Any additional replacement or repair costs will be covered by the student/parent/guardian at the full market value of the device. Cords and charging bricks are not covered in the plan.</p> <p>Insurance payments are due by October 1, 2018. Any payment received after October 1, 2018 can be purchased for \$50.00 regardless of economic status. Students enrolling after October 1, 2018 will have 30 days to purchase insurance at the reduced rate above.</p>	
Damages covered	
Students/parents/guardians who purchase insurance will be covered for the entire cost of replacement or repair of devices damaged through active misuse, abuse or unintentional damage.	
Signatures	
Parent/Guardian Signature: _____ Date: _____	
Student Signature: _____ Date: _____	
Make Checks payable to JCSD and write iPad Protection Plan and the student's name on the memo line or go to My School Bucks located at JCSDK12.org under Quick Links	
Amount Paid: _____ Cash: _____ Check _____ My School Bucks _____	
Accepted by: _____ Date: _____	

