

STUDENT AND FAMILY IPAD HANDBOOK

Everything you and your student need to know



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INTRODUCTION

We are excited to provide an iPad for every MSD Decatur Township student. We believe having a device in the hands of every learner will help personalize learning and empower our students. At the same time, students will be sharpening the technology skills that are now essential in nearly every aspect of life. Your student's iPad will open a new world of learning possibilities and give your student (and you) important new responsibilities. In the pages that follow, we introduce you to your student's new iPad, explain how to care for it, answer some questions you and your student may have, and list the most important rules for using it safely.

PERSONALIZED LEARNING

Personalized learning is a process of discovering how each student learns best. Some students need to hear a lesson more than once. Others need to see the lesson. One student may be ready for an advanced lesson while another in the same grade needs to practice the basics. A lesson that features a student's race, culture or language can make learning more meaningful.

RECEIVING AND RETURNING iPADS

Receiving

iPads are the property of MSD Decatur Township, and students will use them during the school year. Students and parents will complete and submit all required paperwork before an iPad is assigned to a student.

Returning

Students will return their iPads in between each school year. Students who graduate early, withdraw, or are removed from MSD Decatur Township for any other reason are responsible for returning the iPad, case, power adapter and cable in working condition on or before the date of withdrawal. Fees may apply if all items are not returned.

iPAD BASICS

We hope Decatur Township students are just as excited as we are about iPads. This technology is useful and sturdy when it is cared for properly. We have a lot to tell you about using and taking care of the iPad. Please read the pages that follow and be sure to contact your school with any questions you might have.

What is an iPad?

The iPad is a small computer with a glass screen. Handle it as you would any other piece of glass. Place it carefully in your backpack or bag, and do not throw or slide the device. Keep all food and liquids away from the iPad. An iPad is a powerful technology device. When each student has an iPad just for his or her own use, the device can be personalized to meet individual interests and learning styles. iPads include a camera, wi-fi capability, and access to all sorts of easy-to-use software applications (known as “apps”). iPads also come with built-in features that make learning easy and enjoyable for everyone.

What Make it Work?

The iPad runs on an internal battery that can be recharged. Use only the Apple wall charger provided with your iPad to charge the device. If you charge the batter only when it is needed, your battery will last longer. Internet access at home is required for doing schoolwork at home and participating in e-learning activities. If internet is not available to you at home, you can contact your school to learn about personal hotspots and how to use them. iPads are easy to carry, and their batteries last a long time, so learning can take place anywhere.

Cables and Cords

Please be careful when you plug a cable or cord into your iPad. This will prevent damage to the device.

- Don't force a cable or cord into an iPad
- Use only the district provided Apple power adapter with the iPad
- Label your power adapter

iPad Cases

Your iPad comes with a case designed to protect the device during normal daily use. When the iPad is not being used, keep the case closed to preserve battery life and protect the screen. Please always keep the iPad in the district-issued case. Don't remove any district-provided stickers or labels on your iPad or its case. You may personalize the case with appropriate decor that is easily removable. Do not put stickers, marks, or anything else on the iPad itself, as it may void the warranty.

Caring for the Screen

Be gentle with your iPad, and especially the screen. You must not:

- lean on the screen
- place liquids in a book bag or backpack containing an iPad
- place anything in the iPad case except the iPad
- stack books or other heavy objects on top of the iPad
- use sharp objects on the screen -- it will scratch
- bang the iPad against walls, doors, people, or other objects
- use pens or pencils on the screen

To protect the screen while you are moving through the halls at school, carry the iPad in front of your body and avoid bumping into other students. To clean the screen, use a soft, lint-free cloth (like a clean, dry dish towel) to wipe off the iPad. Never use window cleaners, household chemicals or cleaners, ammonia, alcohol or alcohol-based products, or other abrasives to clean your iPad. They could remove the special coating and/or scratch the screen. Also, do not use compressed air to clean ports (the little openings on the edges of the iPad where cords are plugged in).

For students in grades 9-12, iPads should be stored in a locked locker at school when not in use. Do not place anything on top of the iPad when it is stored in the locker. If your locker's lock is broken, report it immediately to the main office at school.

Storing the iPad When Not in Use

Students must take the iPad home with them after school every day and return to school the next day with their device fully charged. Leave your charger at home for safekeeping. Any electronic device (iPads, cell phones, etc.) can be a distraction and disrupt the sleep cycle if used right before bedtime. To discourage late-night, unmonitored use of the iPad, experts suggest that families store it and other electronic devices in a common room of the home. Identify a central location in your home where students should store and/or charge their device.

Transporting the Device When Weather is Bad

Protect your iPad from the weather. Avoid exposing your iPad to extreme temperatures by always keeping it in its case. Always carry it in a backpack or book bag when outside.

- Do not leave your iPad in heat above 95 F
- Do not leave your iPad in cold temperatures below 32 F
- Keep the iPad away from water and extreme humidity

KEEPING YOUR iPad SAFE

An iPad is a valuable device and could be the target of theft. To make sure this doesn't happen:

- *Never leave the iPad unattended*
- Do not leave or store the iPad in a vehicle.
- Do not lend the iPad to another person. You are solely responsible for the care and security of your iPad.
- Do not use the iPad or allow it to be visible when waiting at a bus stop, riding public transportation, or when walking around in the community.
- Carry the iPad to and from school in a school bag or backpack so that it is not visible.
- A PIN or Passcode will be required to prevent unauthorized access to your personal information on the iPad. Do not share your PIN with anyone else. Each iPad has a unique identification number and district property control tag. Do not remove the tags or modify the numbers.

Safety at School

To prevent theft, never leave an iPad in an unsupervised area at school. Unsupervised areas include unlocked classrooms, locker rooms, computer labs, the library/media center, lunchroom, restrooms, hallways, or anywhere on the school campus, including athletic fields and playgrounds. Don't leave an iPad on the floor or ground, even if it is in a bag or backpack. It could be stepped on and damaged. Do not leave the iPad in an unattended bag or backpack. Anytime your iPad is away from you and not at home or in a locked locker, it is at risk of being stolen.

Information and Data Safety

Digital identifications, which include Apple IDs, email addresses, and the usernames and passwords for online systems and accounts are for the students' use only and should remain confidential. Add a PIN or passcode to your iPad to prevent unauthorized access to your device and data, and never share your username and password with others. Do not use another person's iPad, username and/or password.

For additional information on device and information privacy visit the Apple site;

<https://www.apple.com/privacy/privacy-built-in/>

USING THE IPAD AT SCHOOL

Students are responsible for completing all course work, even if they leave their assigned iPad at home.

Battery Capacity

Your assigned iPad is intended for school use and must be brought to school every day with a fully charged battery. If you don't charge the battery, you may not be able to participate in classroom learning activities. Remember to leave your charger at home for safekeeping.

Personal Device Policy

Students are required to use a school-issued iPad because of the instructional materials that will be loaded on the devices for classroom learning. Please leave personal devices at home.

iPad Printing Policy

Printing will not be supported. This supports college/career readiness for students and will help schools save paper and supplies.

iPad Damage Policy

If there is a need for an iPad to be repaired, the device will be replaced, and the student will be able to continue coursework.

How to Save Work

Your iPad's settings, apps, photos, music, email, calendar, contacts, Safari bookmarks and Reading Lists can be configured to automatically save to iCloud every day if the iPad is charging, connected to wireless internet. You must have an Apple ID for this to work.

For all other documents or if not using an Apple ID, we recommend the use of the Google application, Google Drive. Our district utilizes the unlimited storage we get as a school through Google Drive. Storage space will be available on the iPad, but it will NOT be backed up. It is your responsibility to ensure that work is not lost if your iPad breaks or if you accidentally delete something. iPad malfunctions are not an acceptable excuse for not submitting work.

USING THE IPAD AT HOME

Students in grades 6-12 will be able to bring their iPads home for continued learning purposes. All use of the district-owned devices must comply with the Student Internet/Software Acceptable Use Policy. The Student Internet/Software Acceptable Use Policy can be found by going to the Information Technology tab on the Decatur Township website and searching in Documents. Students can connect to wireless networks using their district iPad, but all use must comply with district policies.

iPAD APPS

District Owned Apps

The district will install apps on the iPad based on curriculum needs. These apps can be removed from the device after they are no longer needed to be installed on other devices. The installation and removal will happen seamlessly in the background and students will not need to make requests for this to occur.

App Portal

Students can also request apps by navigating to the device App Portal which is installed on all Decatur Township iPads.

Downloading Apps

All installed apps must follow the Student Internet/Software Acceptable Use Policy as well as other district policies. MSD Decatur Township reserves the right to remove an inappropriate app and/or student apps that may be using valuable space needed for educational activities.

Software and Operating System Updates

Occasionally, apps and the operating system require updates that keep the iPad and apps functioning properly and securely. Students are expected to follow district directions on installing any app and operating system updates.

iPad Content Privacy Policy

iPads are district property. MSD Decatur Township staff members have access to the internet history, photos, and other information on the iPad at any time. Students are required to unlock the iPad upon request of district staff. If the iPad is not unlocked when requested, consequences may occur in accordance with the Student Handbook.

Unauthorized Modification Policy

All MSD Decatur Township iPads are linked to Decatur and have their serial numbers registered with Apple. The devices will be monitored on a regular basis to ensure that security settings have not been changed or deleted. If a student has accessed or changed critical settings, he or she will be assigned consequences in accordance with the Student Handbook.

PICTURES, DATA, AND CONTENT

iPad Tracking and Locations

MSD Decatur Township makes use of tracking abilities to locate devices when they are lost or stolen. If a device is deemed lost, stolen, or not returned, Decatur Township Technology Department reserves the right to track the device's location which may be in or out of the school district.

Cameras and Microphones

The iPad has cameras on the front and back of the and a built-in microphone, so students can take pictures and record audio and video. All recordings and pictures created with the iPad are subject to MSD Decatur Township policies as well as state and federal laws. *Never photograph, record video, or create an audio recording of another person without that person's knowledge or permission.*

- Use of electronic devices and cameras are strictly prohibited in locker rooms and bathrooms.
- Do not use the camera or microphones to embarrass, bully, or harass anyone in any way.
- Do not use the camera to take inappropriate or sexually explicit photos or videos.
- Do not use the camera to take pictures or share the personal information of yourself or another individual.
- Do not email, post to the internet, or electronically send images, video, or audio recordings of other individuals without their written permission.

Lock Screen and Background Photos

All content, photos, and data on the iPad must follow the Student Internet/Software Acceptable Use Policy and other district policies. If you change the photos for the lock screen or home screen that are pornographic or gang-related, or that contain inappropriate language or references to guns, other weapons, alcohol, drugs, or gambling, you will receive disciplinary action in accordance with the Student Handbook.

Sounds, Music, and Games

The sound on your iPad must always be muted unless your teacher tells you it is okay to turn the sound on for a class activity. If this happens, be sure the volume is low enough that the iPad cannot be heard by anyone nearby. Your teacher might also give you permission to use headphones.

iPAD EXPECTATIONS

iPads are a wonderful educational tool. MSD Decatur Township is proud to be able to provide each student an iPad for use at school. Responsibilities come with the privilege of iPad use, and some uses are not allowed.

FOR STUDENTS

Responsible Use

Students may use district technology resources to create files and projects for school-related work, research, and college and career planning.

Students will:

- Follow all district and classroom policies, procedures and guidelines when using technology.
- Keep usernames and passwords private.
- Treat others with respect and use appropriate language in all electronic interactions with others.
- Immediately tell a teacher or other adult staff member if they receive an electronic comment or communication that makes them feel uncomfortable, or if they accidentally access inappropriate materials, pictures, video, or websites
- Respect the work and intellectual property rights of others, and will not intentionally copy, damage, or delete another user's

- Respect the privacy of others. Students will limit all in-school photography, video, and audio recording to educational use.
- Properly cite their sources when they use someone's information, pictures, media, or other work in their own projects and assignments.

Behavior Not Tolerated

Students may not use district technology resources to:

- Violate copyright or licensing agreements
- Find, create, or send information to spread lies or misinformation; or harass, harm, or bully others
- Gain unauthorized or inappropriate access to district technology resources
- Use, retrieve, store, or send improper language, pictures, or other digital content
- Cheat, including get or give answers to tests; search for and/or copy answers or information on the internet or other electronic resources contained on or in any technology resource or device; copy and submit someone else's information or assignment as their own; or conduct other similar forms of electronic cheating
- Access inappropriate or blocked resources in any manner
- Publicly share or post any personally identifiable information about themselves or others that could help someone locate or contact them. This includes such things as e-mail address, full name, home or school address, phone number, parent or guardian names, or school name
- Modify the operating system, remove security profiles, or vandalize district technology resources

FOR PARENTS/GUARDIANS

In accordance with the MSD Decatur Township Acceptable Use of Technology Agreement for Students, parents and guardians are responsible for monitoring their child's use of the internet and access to district technology resources including the iPad, district-issued email account, online learning spaces, collaboration tools, and educational resources. Parents and guardians need to set clear expectations on appropriate use of electronic devices and limit access to the device in non-school hours. If your child is not following your rules, you have the right to limit

access to the device while at home. The information included below is meant to assist you in setting expectations and monitoring your child's use of the device.

Checklist for Educational Apps

Items to consider for educational apps:

- Free app that does not require features only available with payment
- If child is under 13, personal information is NOT tracked or collected
- App does NOT store student educational record
- App contains no advertising
- Tutorial or help is available in the app
- App is age appropriate for your child
- Work can be exported, copied, or printed
- App's settings can be customized
- Student work is saved when student exits app
- App promotes creativity imagination, collaboration sharing of ideas, problem solving, and critical thinking skills

Set Expectations

Set and communicate clear expectations for your child's use of the iPad. A good website to visit to go over some best practices for online safety is Nemours KidsHealth (<https://kidshealth.org/en/parents/net-safety.html>)

Monitor and Limit Screen Time

The iPad is a great tool for learning, but it also has the potential to be a distraction. Adult supervision and clear expectations for appropriate use are critical.

- Have your child use the device in a central location in your home, such as the kitchen or living room, so that you can easily monitor and supervise their use.
- Set expectations that your child is to complete assignments and tasks before they use the device to access the internet, play games, or listen to music.

Filter Access

When the device is present within our district, devices have network filtering preventing them from visiting inappropriate websites; however, when students are at home, filtering is up to the parent or guardian of the student. MSD Decatur Township has restrictions in place on the device itself, but this does not prevent students from navigating the internet when off our filtered network. Be sure to either monitor or set up a safe network environment for your students when at home or another location.

Monitor Student Progress

Skyward Family Access

Parents and students can access all types of information through the web-based student information system, Skyward. Transcripts, attendance, and other information can be found on Skyward. There is an app for Skyward that can be found in the app store by searching for Skyward Mobile Access.

Canvas

Our learning management system, Canvas has an app that can be downloaded for easy tracking of student assignments, grades, and course announcements. Parents will have their own log in credentials to access important information on the dashboard, and students will have a separate log in to access course work. Course calendars may be synced with other calendar options by using the calendar feed option within Canvas. The app will be available on the home screen of the student iPad. This is also available on the district web site at the top of the page by clicking on the Canvas icon.

DAMAGED, LOST, OR STOLEN IPADS

Damaged Devices and Technical Issues

Do not attempt to gain access to internal electronics or repair your iPad. If the iPad fails to work or is damaged, contact your teacher or school staff to report the problem to the iPad Depot as soon as possible. iPad repair/replacement options will be determined by the iPad Depot staff. If

the iPad is experiencing technical difficulties outside of school hours, you will need to wait until you return to school to report it.

Apple Care

If you have questions about using your iPad and iCloud, connecting to wireless networks, or about using Apple-branded apps like Keynote, Numbers, or Pages, contact the AppleCare phone number. Free AppleCare support is available Monday - Friday 6:00 a.m.- 8:00 p.m. and 8:00 a.m.-8:00 p.m. on Saturday/Sunday.

Lost or Stolen iPads

If the iPad is lost or stolen, report it to the main office of your school as soon as possible. School staff will assist you with submitting a *police report* and a report to the iPad Depot. Students who graduate early, withdraw, are expelled, or who terminate enrollment in MSD Decatur Township for any reason must return the district iPad, case, power adapter, and cable in working condition to the main office of their school on or before the date of withdrawal. Failure to return district property or pay for lost, stolen, or damaged equipment may result in legal action per MSD Decatur School Board policy.

Consequences

The consequences listed below will be applied to lost/stolen devices, as well as to damage to an iPad caused by reckless, abusive, willful, or intentional conduct. Some examples include broken screens caused by throwing or dropping the device swinging a bag or backpack with a device inside; stepping on the device; spilling a liquid on the device; hitting another person or object with the device; damage caused to a device that was not in the district-issued case; tampering with the internal components of the iPad; or making unauthorized modifications to the operating system, known as jail-breaking the device. MiFi and MacBook prices are also listed in this section in case the student is a part of Decatur High Ability Academy or has a personal hotspot.

Damaged iPad Consequences

- First Incident - \$25.00
- Second Incident - \$25.00
- Third Incident - \$100.00
- Fourth Incident – Full Price (\$325.00)

- Intention Damage or Neglect – Full Price (\$325.00)

Lost iPad Consequences: All Incidents – Full Price (\$325.00 + Case Fee)

Lost, Stolen, Damaged Cable or Power Adapter: All Incidents – Purchase personal charging solution

Lost, Stolen, Damaged Case

- 6th Generation and Below: All Incidents - \$30.00
- Keyboard Case: All Incidents - \$100.00

Lost or Stolen Personal Hotspot and Power Adapter (MiFi): All Incidents - \$90.00

Damaged Personal Hotspot: All Incidents - Up to the discretion of the Decatur Technology Director

Lost or Stolen MacBook: All Incidents - Full Price (\$799.00)

Damaged MacBook

- If Under Warranty - \$25
- If Not Under Warranty - \$0

OTHER RESOURCES

District Policies About Technology

MSD Decatur Township provides access to district technology resources for educational purposes. This access may be taken away at any time for abusive or inappropriate conduct related to the use of district technology resources. Failure to comply with the district policies or guidelines in this document for care and use of the iPad may result in the loss of iPad privileges. All use must comply with including, but not limited to, the Student Internet/Software Acceptable Use Policy. This policy may be found and viewed in its entirety at <https://www.decaturoproud.org/info-tech/documents-and-forms>. The iPad is the property of MSD Decatur Township and as a result may be seized and reviewed at any time.

Sources Consulted

During the creation of this handbook, Metropolitan School District of Decatur Township consulted websites, handbooks, and staff from the following districts:

- Becker Public Schools, Farmington Area Public Schools, Hopkins Schools, Minneapolis Public Schools, Minnetonka Public Schools, Saint Paul Public Schools, South Washington County Schools, Spring Lake Park Schools

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