

An iPad for Every Student: What you need to know

A handbook for students and families



MSD Decatur Township
Digital Transformation

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INTRODUCTION

We are excited to provide an iPad for every MSD Decatur Township student over the next four years. 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.

It will also 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.

DIGITAL TRANSFORMATION

The MSD of Decatur Township is transforming teaching and learning through a district wide initiative called the Digital Transformation. Through technology, we will redefine classroom learning and the relationships between school, home and the community. The Digital Transformation will prepare our students for college and career and is one of the most important steps that we can take in preparing our students for a successful future in this ever-changing world. By 2018, every student and every teacher will receive their own mobile device for use in the classroom. Students in grades 6-12 will be able to bring their device home.

Our upgraded wireless network and increased bandwidth supports the addition of new devices in each classroom. Faster, more reliable internet access will enable teachers to create more engaging learning experiences, enhanced with technology. Our upgrades in hardware will allow the MSD of Decatur Township to use cutting edge software to engage with students and families.

In 2014-2015 we used live streaming technology to broadcast school programs and awards ceremonies to working parents, and out of town family members. We even had deployed military members tune in from overseas to watch their children perform. Web based programs such as Naviance and Canvas will be accessible to students and families anytime and anywhere. These programs will allow parents and students to successfully plan for their school work, and future career paths.

WHAT IS 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 the iPad

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 the iPad

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

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

We hope Decatur Township students are just as excited as we are about the new 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 MAKES IT GO?

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 wait until the battery indicator gets below 20% or turns red before you charge the iPad, your battery will last longer.

Internet access at home is not required. Everything a student needs to use an iPad after school can be downloaded during the school day. iPads are easy to carry and their batteries last a long time, so learning can take place anywhere.

DOES THE IPAD COME WITH A CASE?

Yes. 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 keep the iPad in the district-issued case at all times. 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.

HOW DO I CARE FOR THE SCREEN?

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

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

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.

For students in 6th grade, your teacher will direct you where to store your iPad when not in use.

WHAT DO I DO WITH THE IPAD WHEN I'M NOT USING IT?

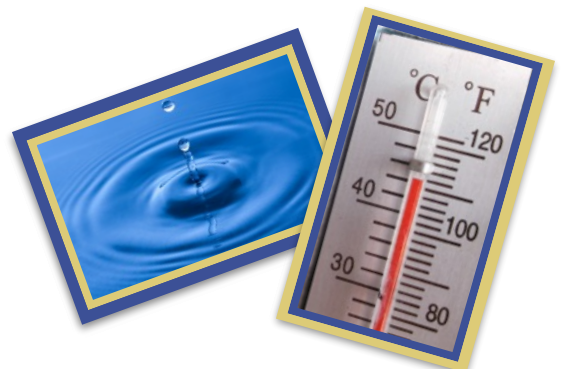
Students must take the iPad home with them after school every day, and return to school the next day with their device fully charged. Leave your charger at home for safekeeping.

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.

HOW DO I TRANSPORT THE IPAD WHEN THE WEATHER IS BAD?

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

- 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.**

IS THE IPAD SAFE 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.

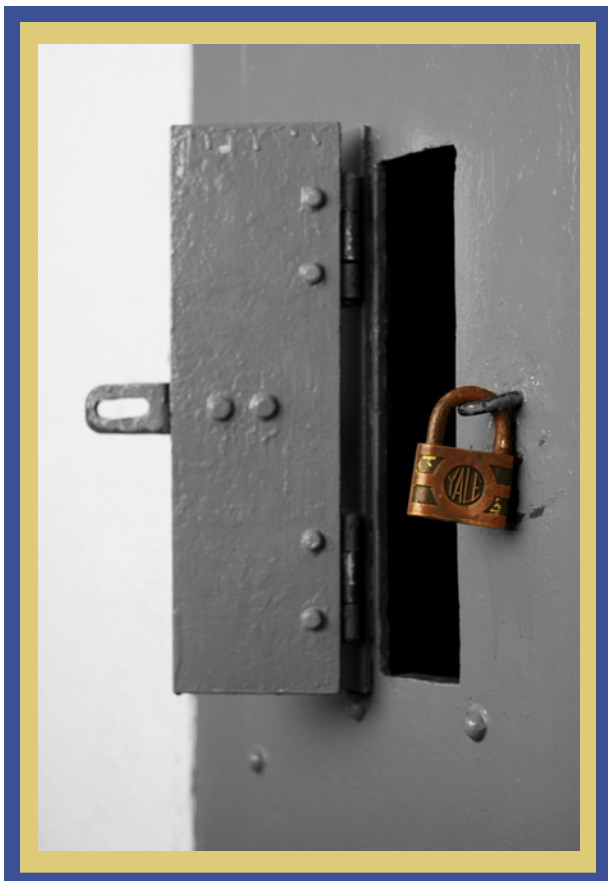
Don't leave an iPad on the floor or ground, even if it is in a bag or backpack. It could be stepped on and damaged.

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.

IS THE INFORMATION ON MY IPAD SAFE?

Digital identifications, which include Apple IDs, email addresses, and the usernames and passwords for online systems and accounts, are for the student's 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



IS THE BATTERY FULL?

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.

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

I HAVE MY OWN DEVICE. DO I HAVE TO USE THE SCHOOL'S IPAD?

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

CAN I PRINT FROM THE IPAD?

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

WHAT IF THE IPAD IS BEING REPAIRED?

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 WILL I SAVE THE WORK I DO ON MY IPAD?

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 as long as the iPad is charging, connected to wireless internet. You must have an Apple ID in order for this to work.

For all other documents, we recommend the use of the district portal, Canvas. 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 *Software and Acceptable Use Policy*. The Software and Acceptable Use Policy can be found [here](#).

Students can connect to wireless networks using their district iPad, but all use must comply with district policies.

APPS ON THE IPAD

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 in order 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.



CAN I DOWNLOAD MY OWN APPS?

All installed apps must follow the *Software and 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 IS NOT PRIVATE

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 you don't unlock the iPad when asked, you may receive consequences in accordance with the Student Handbook.

UNAUTHORIZED MODIFICATIONS TO THE OPERATING SYSTEM; JAIL-BROKEN IPADS

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, CONTENT AND DATA

CAMERAS AND MICROPHONES

The iPad has cameras on the front and back 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 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 use the camera or microphones to embarrass, bully, or harass anyone in any way.
- 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 be in compliance with the *Software and 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.

SOUND, MUSIC AND GAMES

The sound on your iPad must be muted at all times 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.



CAN I PUT MY OWN MUSIC AND GAMES ON THE IPAD?

Music is allowed on the iPad, as long as it is properly licensed and complies with all district policies. Because of limited storage space on the iPad, do not load your entire music library on the iPad. If required curricular applications fail to install due to limited space on your device, the district may impose restrictions on the device.

EXPECTATIONS FOR USING THE IPAD

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 USES

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 work.
- 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.

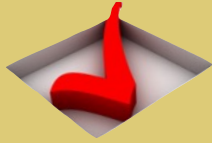
BEHAVIOR THAT WILL NOT BE TOLERATED

Students may not use district technology resources to:

- 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
- Violate copyright or licensing agreements
- 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



EXPECTATIONS FOR USING THE IPAD



PARENT 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 

Critical thinking skills 

FOR PARENTS AND 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.

SET EXPECTATIONS

Set and communicate clear expectations for your child's use of the iPad. The Common Sense Media Family Agreement provides an age-appropriate checklist that can be used to guide conversations with your child about responsible use of media and technology. It is available at Common Sense Media. (commonsensemedia.org)

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

Whether the device is at home or at school, internet access will be filtered and inappropriate content will be blocked. Students who attempt to circumvent the filtering will be subject to disciplinary action in accordance with the Student Handbook.

MONITOR STUDENT PROGRESS

MSD Decatur Township encourages parents and guardians to monitor their child's academic progress and communicate electronically with their child's teacher(s). Ask your students to show you what they have learned and created with the iPad, and discuss how they use the device in school.

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 in order 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. Our LMS is also available on the district web site at the top of the page under the button labeled "Digital Decatur."



DAMAGED, LOST OR STOLEN IPADS

DAMAGED DEVICES AND TECHNICAL PROBLEMS

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 Service Desk as soon as possible. iPad repair/replacement options will be determined by the Service Desk 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.



APPLECARE+ - 1-800-MY-APPLE (1-800-692-7753)
 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 Service Desk. 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. School Board policies can be found [here](#).

CONSEQUENCES FOR LOST, STOLEN, OR INTENTIONAL DAMAGE TO AN IPAD

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.

	Lost/Stolen/Damaged Lightning-to-USB cable, power adapter or case	Damaged iPad	Stolen iPad <small>Requires IMPD Police Report or Sherriff's report and thorough investigation</small>
First Incident	Purchase from school	\$49 deductible, receive replacement iPad	\$49 deductible, receive replacement iPad
Second Incident	Purchase from school	\$49 deductible, receive replacement iPad	
Third Incident	Purchase from school	\$579 (full replacement cost), receive replacement iPad	

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 following NEOLA bylaws and policies for the MSD of Decatur Township:

- Policy 5136: Wireless Communication Devices
- Policy 5533: Care of School Property
- Policy 7540: Computer Technology and Networks
- Policy 7540.03: Student Network & Internet Acceptable Use and Safety

All policies may be viewed in their entirety at <http://www.neola.com/msddecatur-in/>

Student Software and Acceptable Use Policy may be found and viewed in its entirety at <http://goo.gl/OSASQG>

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
Hopkins Schools
Minnetonka Public Schools
South Washington County Schools

Farmington Area Public Schools
Minneapolis Public Schools
Saint Paul Public Schools
Spring Lake Park Schools

IMAGE CITATIONS

No sign: <https://pixabay.com/en/no-symbol-prohibition-sign-39767/>
3D cloud computing: StockMonkeys.com <https://www.flickr.com/photos/86530412@N02/14796090251/>
Green check mark: PNASh <https://www.flickr.com/photos/pnash/5227436224/>
Yale lock: DieselDemon, <https://www.flickr.com/photos/28096801@N05/4332864449/>
O iPad2: sucelloleiloes, <https://www.flickr.com/photos/sucello/6220857499/>
3D check mark: All-free-download.com [033_6000x4500_all-free-download.com](http://all-free-download.com) id14858081
App icons: all-free-download.com, app_icon_applications
Men silhouette: all-free-download.com, men_silhouettes_phone
Music headphones: all-free-download.com, music_headphones_listen
Lockers: all-free-download.com, lock_locked_up_lockers
Hand with iPad: all-free-download.com, modern_science_and_technology_picture_01_hd_picture
Water drop: https://upload.wikimedia.org/wikipedia/commons/e/e8/Water_drop_impact_on_a_water-surface.jpg
Clock: <http://photosforclass.com/search/clock/6> (flicker image)
Hands holding iPad: photosforclass.com, ipad-apple-ipad-tv-ad-together-600-75687
Thermometer: photosforclass.com, 8419412552_af1aebfe64_c
Battery: http://www.edupic.net/Images/ScienceDrawings/dry_cell.gif

District Contacts

INFORMATION TECHNOLOGY

Mr. Jeff McMahon	Chief Information Officer	317.856.2221
Mr. Barry Neuman	Supervisor of Technology Operations	317.856.2221
Ms. Donna Clark	Help Desk Supervisor	317.856.2221

AppleCare Free Support Line 1-800-MY-APPLE (1-800-692-7753)
Digital Transformation Team digitaltransformation@msddecatur.k12.in.us

LEADERSHIP TEAM

Dr. Matthew Prusiecki	Superintendent
Nate Davis	Assistant Superintendent
Nan Wiseman	Chief Academic Officer
Tony Burchett	Chief Operating Officer

SCHOOL BOARD

Mrs. Cathy Wiseman	Board President
Mr. Larry Taylor	Board Vice President
Mr. Tim Huber	Board Secretary
Mr. Dale Henson	Board Member
Ms. Judy Collins	Board Member



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