

1-to-1 PROGRAM POLICIES AND GUIDELINE

The changing landscape of the world's information to digital form will require today's student to have a different set of skills than what was required just a decade ago. Future graduates must be equipped with not just the three R's, but also with 21st Century skills of problem solving, critical thinking, communication and technological literacy. Students will need to be able to quickly find, synthesize and communicate information and collaborate with colleagues—not just in their own office, but within a global community of colleagues and customers.

Chatfield Public Schools wants to ensure students develop the skills and knowledge necessary to responsibly navigate this emerging modern world. Therefore, Chatfield Public Schools is starting a 1:1 program (student to computing device) using the Apple iPad mini to create a seamless and dynamic educational experience for students in grades 4 through 8.

The goals of the 1:1 program are to:

- Enhance and accelerate learning
- Leverage technology for individualizing instruction
- Promote collaboration, increasing student engagement
- Strengthen the 21st Century skills necessary for future success

The iPad technology increases access to digital curriculum, in place of traditional print textbooks and classroom equipment such as graphing calculators. The opportunity to use 1:1 devices gives students access to anywhere, anytime learning – in classrooms, in schoolyards, at a cyber cafe and at home. Parents are encouraged to have wireless and internet access at home to extend the learning experience to home. Internet in the city limits as well as outside the city is available from Centurylink, Mediacom Cable, and HBC Cable (new local provider), as well as other satellite or wireless based service providers.

Apps & Downloads

School owned iPads must not be synced to any other computer. The App Store and iTunes are disabled on all school owned devices for the protection of software licensing.

Applications (Apps) will be downloaded (synced) at school. In order to manage this process, common sync days will be set by the school. Sync days require all iPads to be returned to school for updates and maintenance.

All apps will be purchased by the District for academic use and are the property of Chatfield Public Schools. They are checked out to students in the fall and returned to the school at the end of the year, just as textbooks are assigned.

iPad Security

Never leave an iPad unattended. When not in your personal possession, the iPad should be in a secure, locked environment. Unattended iPads will be collected and stored in the school's media center. Do not lend your iPad to another person. Each iPad is assigned to an individual and the responsibility for the care of the iPad solely rests with that individual.

Each iPad has a unique identification number and at no time should the numbers or labels be modified or removed.

Students should add a passcode to their iPad to help secure their personal information on the iPad.

District Policies About Technology

Access to the technology in the Chatfield School District has been established for educational purposes. The use of the Chatfield School District's electronic technologies is a valued resource to our community. All electronic technologies must be used in support of the educational program of the District. This access may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies.

Failure to comply with the District policies or the guidelines stated in this document for care and use of the iPad may result in the loss of privilege to take the iPad home or use the iPad in general. Specific policies or guidelines that apply:

- Bullying Prohibition Policy (#514)
- Internet Acceptable Use and Safety Policy (#524)
- Student use of Cell Phones and Other Personal Electronic Devices Policy (student handbook)

The iPad is the property of Chatfield Public Schools and as a result may be seized and reviewed at any time. **The student should have NO expectation of privacy of materials found on an iPad.**

Maintenance

iPad Care

Carefully transport your iPad to school every day. Avoid placing weight on the iPad. Never throw or slide an iPad. Never expose an iPad to long-term temperature extremes or direct sunlight. An automobile is not a good place to store an iPad.

iPad Screen

The iPad is an electronic device; handle it with care. Never throw a book bag that contains an iPad. Never place an iPad in a book bag that contains food, liquids, heavy, or sharp objects. While the iPad is scratch resistant, it is not scratch proof. The protective case is helpful at protecting the screen, but care should be taken to not use pens, pencils or anything similar on the screen. Always use your finger or a stylus for working on the iPad. Avoid using any sharp object(s) on the iPad. The iPad screen is glass and is vulnerable to cracking. Never place heavy objects on top of the iPad and never drop your iPad. Careful placement in your backpack is important.

iPads do not respond well to liquids. Avoid applying liquids to the iPad. The iPad can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad. Use of unapproved cleaners may remove the protective film covering the face of the iPad.

iPad Cameras & Microphone

The iPad comes equipped with audio and video recording capabilities through a built-in microphone and front and rear-facing cameras. All electronic recordings created with the device must comply with District policies and State and Federal laws. District policy prohibits the use of electronic recording devices in a manner that compromises the privacy interests of other individuals. District policy also prohibits harassment and bullying (District Policy #514). Users of the iPad device are required to use the device in a manner that complies with these and other District policies. Use of the iPad in a manner that violates District policy may result in revocation of the device and may result in further disciplinary consequence.

Use of the iPad and any other devices with audio and video recording capabilities during instructional time is at the discretion of the teacher and the student must obtain prior approval to use the device for such purposes. Any electronic recordings obtained with the recording device are for instructional/educational purposes and individual use. Therefore, electronic recordings obtained with the iPad may not be shared, published or rebroadcasted for any reason by the student without permission. Furthermore, users of the iPad should be aware that State and Federal laws in many instances prohibit secret or surreptitious recording undertaken without the knowledge and consent of the person or persons being recorded. Violations of State and Federal recording laws may be reported to the proper authorities and may result in criminal prosecution.

iPad Case

Your iPad comes with a school issued case. The purpose of the case is to protect the iPad, especially while the iPad is being transported. The iPad must remain in the school issued protective case at all times. Students may decorate and individualize this case (stickers, etc.) if they wish as long as the adornment is appropriate and does not degrade the protective nature of the case. No stickers or any other items should be attached to the iPad itself unless placed there by school staff.

iPad Battery

The iPad should be charged, using the provided wall charger, and brought to school ready to use each day. Fully charged iPad batteries will typically last 12 – 15 hours of use. Waiting to charge the iPad until the charge is low (less than 20% life or red indicator light) will extend the battery life. It is the student's responsibility to charge the iPad at home and ensure it is ready for use in school each day. Failure to do so may result in the student's inability to participate in classroom learning activities.

Lost, Stolen, Damaged iPads

If the iPad is lost, it must be reported to the Classroom Teacher as soon as possible. It may be the responsibility of the student and family to recover or replace the lost iPad. If necessary, the District and the police will assist in recovery.

Do not attempt to gain access to the internal electronics or repair your iPad. If your iPad fails to work or is damaged, report the problem to the Classroom Teacher as soon as possible. iPad repair/replacement options will be determined by the Technology Staff. You may be issued a temporary iPad or other materials until your iPad is working properly or replaced. If the iPad is experiencing technical difficulties outside of school hours, you will need to wait until you return to school to fix it.

Most repairs will be completed during the summer months while the iPads are updated for the new school year. Damage that renders the iPad unusable will be completed during the school year.

Replacement fees may be assessed for lost or damaged items. The School District offers a voluntary iPad insurance program to protect families from expensive repair costs. A damaged or broken screen may cost up to \$150 depending on what layer of the screen is broken. The iPad insurance cost is \$20 annually and covers accidental damage to the iPad with a \$50 deductible, but not loss or theft of the iPad or its accessories. The replacement costs for lost or damaged iPad's and accessories are reflected below:

- Replacement cost for provided iPad case is \$35
- Replacement cost for provided iPad wall charger is \$25
- Replacement cost for the entire iPad is \$330

Students who leave Chatfield Public Schools during the school year must return the iPad to their Teacher, along with any other accessories, at the time they leave.

Parent's Guide

Common Sense Media Agreement

The Common Sense Family Media Agreement is a checklist that parents can use to guide conversations with their kids about media use. It's designed to help parents establish guidelines and expectations around media use and behavior that are right for their family. Some families are comfortable using it as a signed agreement. Others refer to use it simply as a checklist to guide conversations. Either way, it's a great way to help parents and kids get on the same page about media and technology use.

Customizable Device Contract for Families:

<http://bit.ly/customizedagreement>

Family Media Agreement (For each Age Group):

<http://bit.ly/internetagreement>

Cyber Safety

Cyber safety is an important parent-child discussion to revisit frequently, from elementary school through high school. Experts warn that children are most vulnerable to online dangers while in their own home. The following suggestions are drawn from a wide variety of professional sources that may aid you in effectively guiding your child's use of the iPad and other technology devices.

In accordance with the District's Internet Acceptable Use and Safety Policy (#524), outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the District's educational technologies, including school-issued email accounts and the Internet if the student is accessing the District's electronic technologies from home or through other remote location(s).

Put the iPad to bed, but not in the bedroom

Parenting experts suggest parking all technology devices, from cell phones to iPads, in a common family room overnight to discourage late night, unmonitored use and sleep disruption. Don't allow your teen to sleep with the iPad, laptop or cell phone. Remember to model appropriate use and balance of technology in your own life, too! **Don't allow your student to sleep with an iPad, computer or cell phone.**

Filter Access

On the 4-6th Grade iPads, there is filtering software built into the iPad. While many potential dangers are filtered and blocked on the iPad and the school's wireless network so students can't access them, children often find creative methods to gain unrestricted access to inappropriate sites at home. Experts strongly suggest installing software to filter and block inappropriate content on your wireless home network. Some possible filters to consider include OpenDNS (free version available), SafeEyes, and NetNanny. Some of these products offer additional protection features such as cell phone filtering, text message and photo screening tools, and digital footprint/reputation monitoring. The 7th and 8th grade iPads will not be filtered through the school's network filtered when being used at home.

Set Expectations

Regularly share your expectations with your child about accessing only appropriate sites and content, as well as being a good person when online (even when parents aren't watching). Outside of school, it is likely that your child has already been confronted with multiple opportunities to access content that parents wouldn't approve, such as pornography, hate sites, celebrity gossip, reality tv personal blogs and more, all of which may influence your teen's beliefs, values and behavior. Understand that your teen's use of many technologies (such as iPods, video game systems, and cell phones) likely gives your teen the ability to connect to unfiltered public wireless networks (such as in a library or coffee shop, by picking up a neighbor's wireless signal, or connecting to the Internet through a cell service). Therefore, it is important to maintain regular, open dialog about Internet use and access. Discuss your expectation for appropriate use and behavior.

Monitor & Limit Screen Time

Experts suggest having teens surf the Internet in a central place at home, such as the kitchen or family room, rather than away from adult supervision or behind a closed door. Know what your child is doing with technology and how his or her time is being spent. Technology can be a great tool and resource, but also has the potential to be a big distractor. Help your child learn to focus on completing tasks or assignments first before spending time on games, shopping and social networking. Teaching today's children how to manage multiple sources of information and potential distractions is a critical life skill, one best learned before heading off to college or the workplace.

More helpful websites with internet safety tips:

- Common Sense Media:
www.CommonSenseMedia.org
- Net Cetera: Chatting with Kids About Being Online
- (FTC) guide

Questions and Answers

What is the cost to families for the iPad program?

Just as there is no cost to students for textbooks unless lost or damaged, there is no cost to students for the iPad unless lost or damaged. The iPads will have digital textbooks for some classes.

Does the District offer an iPad insurance program?

Yes. The District offers families an option of purchasing our iPad insurance plan to cover any damage to the iPad, but it does not cover loss or theft. The cost of the insurance is \$20 per year and must be paid to the school. There is a \$50 deductible for each damage instance. Please indicate on your iPad Use Agreement if you are electing the optional insurance. The insurance fee may be paid to the School Office or through online store on the District's main website.

May I bring my own iPad to school?

Yes. Through our BrightBytes Technology survey, we discovered that many families already own an iPad and some have dedicated iPads for each child. To conserve district resources, we are allowing families to provide their own iPad with the following restrictions:

- The iPad must be an iPad version 2 or newer.
- The iPad will be reset to factory settings by District Technology Staff and have the school's software installed onto it. The iPad can be reset back to factory settings at the parents choosing if so desired, thus removing the school's software.

How is the iPad initiative being funded?

The Chatfield School District has dedicated Technology funds in its budget. By eliminating some computer lab replacements and spending some savings upfront to start the initiative, the district is able to fund the initiative with little additional funding for subsequent years.

May I use my iPad in my all my classes?

Chatfield teachers have the discretion of allowing or not allowing the use of electronic devices during instructional time. Please respect and follow each of your teachers' instructions. All teachers in 7th, 8th, and at the high school are increasing their use of the iPad or other Student provided devices as appropriate within the curriculum. If teachers permit use of electronic devices, users must adhere to District technology policies, be for educational purposes only, and not be a distraction or disruption to learning.

In some instances, non-iPad classes may ask students to partner with students who do not have an iPad for collaborative learning. Students with school-issued iPads should do so willingly so the iPads can benefit more students.

Will the wireless network handle all of the iPads?

Yes. The wireless network has been upgraded in recent years to increase speed and capacity. All students can access the District's wireless network to use portable computing devices. The wireless network has the same filters the student computer network has and all District Acceptable Use policies apply to use of the wireless network.

How can I suggest new Apps for the school iPads?

We encourage students and teachers to share suggestions for enhancing the educational use of the iPad. Please contribute to the conversation by making suggestions to the classroom teacher or Damon Lueck (Technology Coordinator).

dlueck@chatfieldschools.com
507.867.4210

Here are some additional things to review:

Anything you do or post online creates a digital record, often called a "Cyber Footprint." Nothing online is totally private, even if it is intended to be. Once digitized, it can be saved, sent and reposted.

A good rule of thumb: If you don't want a parent, teacher, principal, future employer or college admissions office to know something, don't post it online. Ask yourself "Would Grandma approve?"

"Friends" aren't always who they say they are; undercover police and pedophiles pretend to be kids online. Encourage your child to only be friends online with friends they know in person. Never give access to personal information, such as a Facebook profile, to people met online. Never post personally identifiable information online. This includes: full name, address, phone number, email, where you are meeting friends or where you hang out. Discuss with your teen how easy it is for someone to find you based on what you post online.

Regularly check your privacy settings on all commonly used sites and networks. Ignoring privacy settings on sites like Facebook means your photos, contact information, interests, and possibly even cell phone GPS location could be shared with more than a half-billion people.

Cyberbullying (threatening or harassing another individual through technology) is a growing concern. It takes many forms, such as forwarding a private email, photo, or text message for others to see, starting a rumor, or sending a threatening or aggressive message, often anonymously. Commit to not partake in this behavior and report incidents of cyberbullying to an adult.

Chatfield Public Schools
1:1 iPad Program Policies & Guidelines Student and Parent Agreement

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Failure to comply with the District's Bullying Prohibition Policy (#514), Internet Acceptable Use and Safety Policy (#524), the Student use of Cellular Phones or other devices (part of the student handbook), or the guidelines stated in this document for care and use of the iPad may result in the loss of privilege to take the iPad home or use the iPad in general.

The iPad is the property of Chatfield Public Schools and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on an iPad.

I have read all the policies and guidelines in the Chatfield Public Schools 1:1 iPad Program Policies & Guidelines document and understand my responsibilities as a student in the iPad program:

Student name: _____.

Student signature: _____.

Date: _____.

I/we have read all the policies and guidelines in the Chatfield Public Schools 1:1 iPad Program Policies & Guidelines document and understand my/our responsibilities as a parent in the iPad program:

Parent/Guardian signature: _____.

Parent/Guardian signature: _____.

Date: _____.

Please circle student graduation year:

- 2024 (students in 8th grade in 2019-2020)
- 2025 (students in 7th grade in 2019-2020)
- 2026 (students in 6th grade in 2019-2020)
- 2027 (students in 5th grade in 2019-2020)

2028 (students in 4th grade in 2019-2020)

Please initial below to indicate whether or not you wish to enroll in the optional iPad insurance program for \$20 annually, which covers damage to the iPad but not loss or theft. The \$20 must be paid with this form or online at the beginning of the year. In the case of loss or theft the replacement cost will be \$330.

_____ Yes, we will pay \$20 for damage insurance. (Please attach check or pay online.) I understand that a \$50 deductible will apply for each incident of damage/repair to the iPad.

_____ No, we will not opt for the damage insurance. We are fully responsible for all repair/replacement costs.

_____ We will provide our own iPad for our student, thus not needing the optional insurance.