



Roseville Area Schools

Quality Teaching & Learning for All...Equity in All We Do

1:1 iPad Program Family & Student Guide

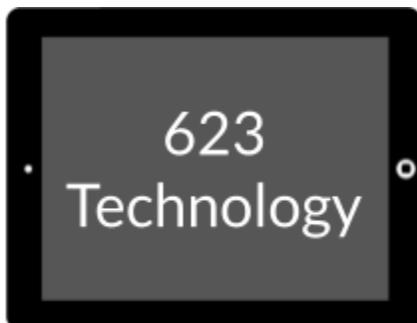
Dear Families of ISD 623,

As you may already know, Roseville Area Schools has a 1:1 iPad Program to take advantage of the many benefits that come with providing equitable access to educational technology. "1:1" refers to one device for each student. Students in grades 6-12 will participate in the 1:1 iPad Program and will be issued an iPad for use during the school year.

This guide contains information and policies related to the 1:1 iPad Program. If you have questions after reading this guide, please feel free to contact someone on the district technology team. You can find contact options at the end of this guide.

We look forward to partnering with you in the upcoming school year!

Roseville Area Schools Technology Team



1:1 iPad Program Website

www.ISD623.org/digitallearn

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GOALS & BENEFITS

Technology clearly plays a significant role in our lives and the lives of our students. Educationally, technology and digital tools can be advantageous for accessing, processing, and producing content as well as enhancing instruction in the classroom. Technology also allows students to collaborate in ways that were not previously possible, and the integration of digital tools helps to ensure that students develop skills necessary to be successful in today's world. Those skills are not only transferable between content areas, but also applicable to future academic and job-related tasks.

By providing equitable access to educational technology, we have already noted many benefits including the following: increased organization, flexible submission of work, more frequent communication between teachers and students/families, access to more current resources, seamless collaboration, differentiated learning experiences, and more.

1:1 IPAD PROGRAM GOALS:

- Increase access & equity to reduce race-based opportunity gap
- Improve 21st century skills
- Provide immediate communication and feedback
- Encourage collaboration and increase engagement
- Inspire creativity and innovation
- Promote rigorous, individualized Instruction



- Portable
- Personalized
- Cloud Storage
- Protective Cases
- Annotation
- Apps & eBooks
- Battery Life
- Accessibility Features
- Location Services

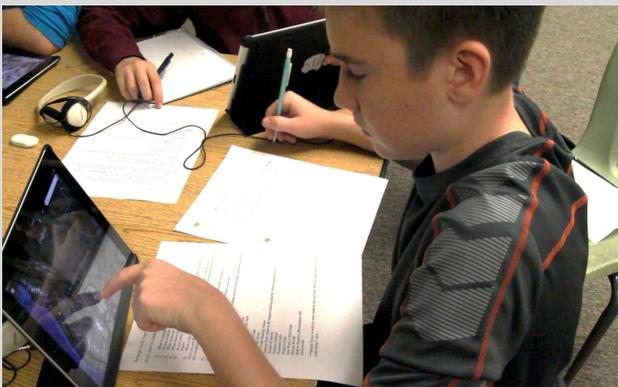


STUDENT EXPECTATIONS

- ❖ Always keep your iPad in a safe place. This includes avoiding extreme temperatures, sharp or heavy objects, moisture, food/beverages, etc. If you put the iPad in your locker, be sure your locker is securely closed with the lock locked.
- ❖ Never lend your iPad to someone else, including siblings.
- ❖ Keep a passcode (your student ID #) on your iPad at all times, or as directed by teachers.
- ❖ Follow the District Acceptable Use Policy (see page 12). Failure to follow school policies related to the iPad will result in consequences such as not being allowed to bring the device home and/or being issued a restricted device.
- ❖ Pictures/recordings on the iPad should be taken only for academic purposes. They may not be shared or published without permission. Recordings taken or shared without permission will be reported and may result in consequences such as a disabled camera.
- ❖ Your iPad comes with a district-issued case. It must stay in this protective case, and the screen protector must remain on at all times.
- ❖ If your iPad gets damaged or lost, you need to report it to the Media Center, or 6th grade teacher immediately. Failure to do so may result in replacement being the responsibility of the family.

Important Reminders

- Bring your **charged** iPad to classes every day. Note: 6th grade iPads will stay in the classroom charging overnight.
- Protect your passwords.
- Turn off distracting alerts and notifications.
- Be sure iCloud backup and Find my iPad are on at all times
- Keep all digital interactions relevant and respectful.
- Give your full attention to others when they are speaking.
- Create a positive digital footprint.



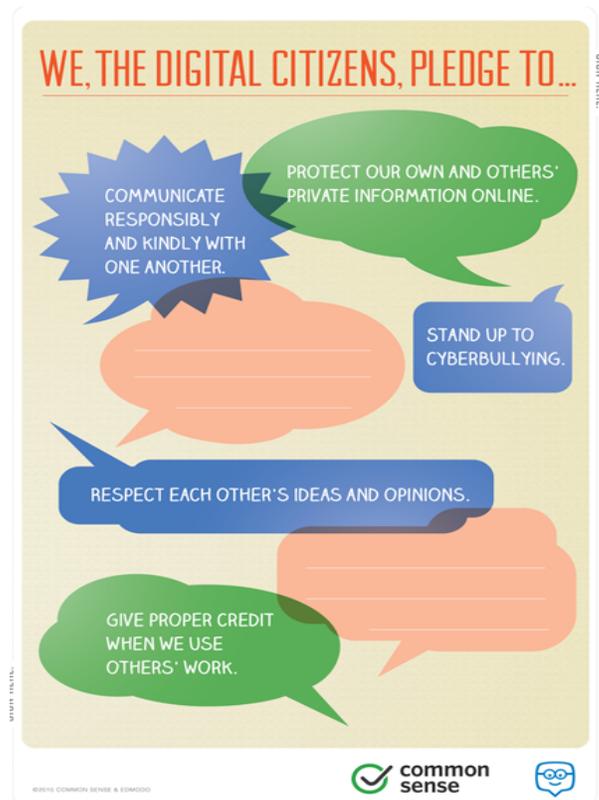
The iPads are property of Roseville Area Schools. The school has the right to review any device at any time.

Students should have no expectation of privacy in regards to information or data on the district-issued iPads.

STUDENT DIGITAL CITIZENSHIP TRAINING

Students will receive digital citizenship training throughout the year to encourage responsible use of technology and respectful online interactions. The curriculum used includes lessons from Common Sense Media shown below. The following are the core topics that will be covered:

- **Preparing for iPad Setup and Use**
- **iPad Expectations and Behavior Guide**
- **Acceptable Use Policy**
- **Safe and Ethical Use**
- **Passwords and Privacy**
- **Creating a Positive Digital Footprint**
- **Cyberbullying**
- **Building a Community of Digital Citizens**



iPAD INSURANCE

Recommended iPad Insurance

- Voluntary insurance is offered to every family. The iPad insurance is \$30 annually. This will cover the first breakage/incident of the iPad. If a second breakage/incident occurs, there will be a fee of \$50. If a third breakage/incident occurs, there will be a fee of \$75. If you would like to sign up for iPad insurance, you can purchase insurance through our Affinity site @ www.isd623.org/payonline. **(NOTE: Students who qualify for educational benefits will automatically be enrolled for insurance at no cost. However, the fees will still apply to 2nd/3rd breakages.)**
- If your family chooses not to purchase insurance, please be aware that your family will be responsible for the full cost of any needed repairs or replacement.

The following are issues that ARE covered under iPad insurance:

- Accidental damage
- Cracked screen
- Fire/flood
- Spills/submersions
- Power surge
- Theft/vandalism (police report is necessary)

The following are issues that are NOT covered under iPad insurance:

- ❖ Intentional damage
- ❖ Cosmetic damage/wear and tear
- ❖ Loss
- ❖ Theft from an unlocked vehicle
- ❖ Damage resulting from dishonest acts or inappropriate behavior (i.e. throwing, playing around, removing district-issued case, etc.)

Costs for replacement purchases:

- iPad - \$375
- iPad case - \$20
- Apple charger - \$40 (cable only - \$20, block only - \$20)

Please Note: Cases and chargers are not included in the insurance coverage.

To sign up for iPad insurance, please visit our district Affinity site @

www.isd623.org/payonline

IPAD USE OUTSIDE OF SCHOOL

Reminders and Guidelines for Use Outside of School

- Students in grades 7-12 are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. They should be charged each night. Elementary students will keep their iPads at school for the majority of the year.
- If a 7th -12th grade student does not have a secure place to store the iPad at home, please contact the building principal to arrange for storage at school.
- Avoid using the iPad in public places where theft is a risk (i.e. parks, restaurants, public transportation, etc.).
- If there are technical problems with the iPad outside of school hours, students should report the problem as soon as they return to school.
- Understand that students' use of technologies (iPads, iPods, phones, etc.) gives them the ability to connect to unfiltered public wireless networks (such as in a library, coffee shop, neighbor's wireless, etc.). Discuss your expectations frequently with your child and, if necessary, check the iPad to see what your child is accessing.
- The iPad is property of Roseville Area Schools. If at any time you don't agree with the way your child is using the iPad, you are welcome to take it away at any point; however, please make sure your child brings it to school each day. While at home, you are free to enforce your own iPad expectations for your child.



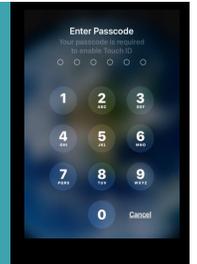
PARENT / GUARDIAN GUIDANCE

Despite all of the amazing benefits technology can offer, we recognize that the addition of 1:1 devices can also be a difficult thing to manage at home. Therefore, we would like to provide a few suggestions and tips that may help alleviate confusion or stress with this new device in your home.

Suggested Guidelines for iPad Use at Home

- ❖ Monitor what your child is doing while using technology.
- ❖ Install a filter on your home wireless network if you have one. There are many free options available (i.e. OpenDNS).
- ❖ Check in frequently with your child to ensure that they understand your expectations for technology use.
- ❖ Help your child balance the amount of screen time that he/she has (this includes TV, cell phone, computer, iPad, etc.) with other activities. Contact tech staff on how to use Screen Time settings.
- ❖ Ask your child to do his/her work on digital devices in an area that is open and supervised (i.e. not in the bedroom by him/herself).
- ❖ Check that your child has completed his/her academic work before allowing time to find music, etc.
- ❖ Require your child to keep the iPad somewhere other than his/her bedroom at night (also recommended for cell phones and other technology).
- ❖ If you find your child spending too much time on the iPad, you have the right to take it away at any time. Please allow them to bring it to school the next day or contact school to make a plan.
- ❖ If you find it difficult to monitor work on the iPad, most of the accounts/work can also be accessed on a desktop computer if you have one at home.

Passcodes are to be shared with parents & guardians.



Family Resources

Roseville Area Schools 1:1 Website - This website contains a wealth of information related to the 1:1 iPad Program.

www.isd623.org/digitallearn

Common Sense Media - This site contains many helpful resources for parents/guardians when setting up expectations for teenagers regarding media and technology.

www.commonsensemedia.org

TECH TIPS & BASIC CARE GUIDELINES

Technology Troubles

If the iPad does not seem to be working properly, please attempt the following basic troubleshooting ideas before coming to the Media Center for help:

- Close the app that you're in and reopen to try again (double tap and swipe up to close apps).
- Restart your iPad by holding down the home and power buttons until it shuts down. Then hold down the power button to turn it back on.
- Check your Wifi connection (under Settings/Wi-Fi). It should be connected to ISD623 while at school.
- Ask a friend or teacher for help.
- If you are still not able to get your iPad to work properly, please bring it to the Media Center for assistance.

Taking Care of your iPad and Accessories

- ❖ Keep your iPad away from food, beverage, sharp/heavy objects, extreme temperatures, or other circumstances that could potentially damage your iPad.
- ❖ Keep your iPad in your district-issued case at all times.
- ❖ Keep your iPad in a safe place at all times. Never leave it unattended (while not locked up), and do not allow others to use your iPad.
- ❖ Be sure you have your passcode set at all times, or as directed by your teacher.
- ❖ To clean your iPad, you may use the following approaches: Screen protector and case - use a slightly damp cloth; glass screen (under the screen protector) - use only a dry, microfiber cloth.
- ❖ Do not wrap the charging cord around your charger block or iPad as it will result in a crimped cord and will no longer charge your iPad. Note: 6th grade students will not get chargers to bring home. They will get a charger in 7th grade.

Broken, Lost, or Stolen iPad

- The damaged iPad must be brought to the school Media Center. A police report must be filed if a theft occurred.
- Every effort will be made to immediately replace the iPad with the same model of the damaged or stolen one. If the same model is not available, the student may receive an older model iPad.

TECH TIPS & BASIC CARE GUIDELINES

Expectation reminder: iPads are intended for school related activities only.

Commonly Used Apps:

	<p>Students do not have access to the Apple App Store. All apps available to students can be found in the Self-Service app on the iPad.</p>
	<p>Schoolology is the online classroom where teachers make assignments available. To login, search for and choose your school, and use your Roseville Network Login username (<u>not email</u>) and password. Schoolology can be accessed from the app as well as from the school website under “Students.”</p>
	<p>Synergy / StudentVue / ParentVue is where official grades are posted. To login use your Roseville Network Login username and password</p>
	<p>Notability is a digital notebook where students complete assignments. Assignments are found in Schoolology, completed in Notability, and submitted back to Schoolology. Be sure to backup Notability periodically to Google Drive.</p>
	<div style="display: flex; align-items: flex-start;"> <div style="flex: 1;"> <p>Roseville Network Login To login use your username and password Username: First 6 letters of your last name + first 5 letters of your first name Example: johnsojulia</p> <p>Password: Birth month birth date birth year Example: 01262006</p> </div> <div style="flex: 1; border: 1px solid #ccc; padding: 5px; margin-left: 10px;"> <p><small>Students: your username and password matches your Mac login, e.g. clarkeugen 05042002</small></p> <p>User name: <input type="text"/></p> <p>Password: <input type="password"/></p> <p style="text-align: right;"><input type="button" value="Sign In"/></p> </div> </div>
	<p>Google Drive is used to collaborate, create documents, slides, and more. This is an education account and includes security that typical Google accounts do not have.</p> <p>Username: First 6 letters of your last name + first 5 letters of your first name + @apps.isd623.org Example: johnsojulia@apps.isd623.org</p> <p>Password: Birth month birth date birth year Example: 01262006</p>
	<p>iCloud Backup is used to backup the iPad. Please backup the iPad frequently. Periodically delete videos/photos so that your iPad has space to be backed up.</p> <p>Username: First 6 letters of your last name + first 5 letters of your first name + @appleid.isd623.org Example: johnsojulia@appleid.isd623.org</p> <p>Password: Usernamebirthmonth Example: Johnsojulia01</p>

TECHNOLOGY BEHAVIOR GUIDE

Technology can clearly enhance student learning and engagement, but also has the potential to be distracting. Although different behaviors may develop with the use of iPads, many already have a “traditional” equivalent and can be dealt with in a similar manner. Below you will find information comparing technology behaviors to traditional behaviors, as well as how unwanted behaviors will be addressed.



Technology Behaviors	Traditional Behaviors
Failure to bring device to school or bringing device uncharged	Coming to class unprepared or without materials
Email or Messaging	Writing messages to peers in other formats
Internet surfing, off task apps, watching videos	Reading, drawing, doodling, goofing around
Damaging or defacing device/cover	Tearing textbook, vandalism, property damage to school equipment
Inappropriate pictures or language on lock screen, wallpaper, camera roll, etc.	Inappropriate pictures or language on binder, notebook, locker, etc.
Sending/forwarding assignments with intent to cheat or copying/pasting without citing sources	Cheating, copying, plagiarism
Using someone else’s account, looking at information on other iPads without permission	Breaking into someone else’s locker, stealing materials
Commenting, emailing, messaging using inappropriate language, hurtful information, information not related to academics, etc.	Harassment, bullying, or inappropriate language

TECHNOLOGY BEHAVIOR GUIDE

Minor Violations

Off task app use
Watching videos
Unapproved Internet use
Distracting emailing or messaging
Taking pictures/videos
Removing district case
General off-task technology behaviors



❖ Logical Progressive Consequences:

- Redirect
- Warning
- In-class consequence
- Parent/guardian contact
- Preferential seating
- Guided access
- Remove device temporarily

Repeated minor violations become major violations →

Major Violations

Accessing someone else's device or accounts
Cyberbullying/harassment
Altering profiles or security settings
Sending assignments with intent to cheat/copy
Inappropriate pictures/videos/searches
Intentionally damaging device or cover
Use of iPad in unauthorized area (i.e. locker rooms, restrooms, etc.)
Chronic/constant minor violations



❖ Administrative Referral Progressive Consequences:

- School-based consequence
- Conference with student
- Parent/guardian contact
- Restitution
- Loss of network privileges
- Device placed on a restricted profile
- Suspension
- Police report

Consequences for Acceptable Use Violations:*

1st Violation – Student iPad will be restricted for one month.

2nd Violation – Student iPad will be restricted for three months.

3rd Violation – Student iPad will be restricted for the remainder of the school year.

Other major violations may result in consequences beyond iPad restriction such as not being allowed to bring the iPad home or having other iPad features disabled (i.e. camera, music, etc).

*Alternative consequences may be used with 6th grade students as deemed appropriate for student success.

DISTRICT & LOCAL iPad RESTRICTIONS

District Restrictions on the iPad

When students receive their district-issued iPads, there will already be many existing restrictions in place. Some of these include the removal of the App store, inability to download social media apps and other personal apps, the disabling of Facetime, iMessage, Game Center, Airdrop, and more.

Access to technology in the Roseville Area School District is a privilege, not a right, and has been established for educational purposes. District technology must be used in support of the educational program of the district. This access may be revoked at any time for inappropriate conduct. The following are district policies that apply (all district policies can be accessed at <http://www.isd623.org/our-district/school-board/district-623-policies>):

400P - Acceptable Use

508P - Bullying Prohibition

520P - Student Discipline

If students do not follow iPad expectations, we are able to place them on a more restricted profile, which only allows the use of preselected academic websites. If an assignment requires open internet research or to view a teacher assigned video on YouTube students can use the computer under supervision to access these resources.

For iPad violations, restrictions will be placed on an iPad as follows:*

- 1st Violation = One month on a restricted profile
- 2nd Violation = Three months on a restricted profile
- 3rd Violation = Remainder of school year on a restricted profile

*An alternative plan may be made for elementary students.

Additionally:

- If a student downloads an app that is not allowed, his/her iPad will lock up. He/she will need to bring it to the Media Center or Help Desk, and it will be restricted based on the timelines above.
- Additional restrictions may also be placed on a student iPad if the behavior warrants specific adjustments (i.e. disabling the camera, removing music apps, etc.).

Local Restrictions on the iPad & Screen Time

In addition to these school restrictions, you are also able to set local restrictions on the iPad at home if you'd like to do so. Instructions for setting local restrictions while at home as well as how to remove them when your child goes to school change with iPad iOS updates. Please talk to the Media Technology Staff for the most up-to-date instructions.

ADDITIONAL INFORMATION

Receiving and Returning iPads

Receiving:

iPads will be issued to all 6th through 12th grade students during the first month of school. Families must review the iPad expectations with their student(s) and purchase recommended iPad insurance each year. This can be found by going to www.ISD623.org/digitalllearn and clicking on "1:1 iPad Agreement & iPad Insurance."

Returning:

Students who leave Roseville Area Schools during the school year must return the iPad and all district-issued accessories to the Media Center/Office before leaving or the family will be charged for the full replacement value of anything that is not returned. If the iPad is not returned and/or the value is not paid within two weeks of leaving the school, formal charges will be filed. All other students will return their iPads during the last week of school. The same iPads will be re-issued to students when they return in the fall of the next academic school year.

Questions? Concerns? Comments?

There is a contact form on the district 1:1 site. This is a place where you can submit questions, concerns, or suggestions regarding the 1:1 program. Go to www.isd623.org/digitalllearn and click on the contact form. Fill out and submit the form, and a member of the technology team will get back to you as soon as possible.

Thank you!



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ISD 623
1251 County Rd. B2 West
Roseville, MN 55113

www.isd623.org