

GVSD ONE TO ONE PARENT AND STUDENT HANDBOOK

Great Valley School District • 301 Lindenwood Dr. Suite 210, Malvern PA 19355 • (610) 889-2100 • www.gvsd.org

Guidelines for Students and Parents

Contents

Contents

Contents	2
Introduction	4
Device Ownership	4
GVSD Ownership Rights	4
Student Loan Guidelines	5
Device Information	5
Apple Care	5
Collection of Devices	6
Device Care	7
Negligence, Vandalism and Intentional Damage	7
iPad Case Guidelines	8
iPad Use, Care and Classroom Routines	8
Faulty or Damaged Equipment	9
Lost Equipment	9
Stolen Equipment	10
Device Repair Procedure	10
Device Security	11
iPad Security	11
Mobile Device Management System	11
Device Use	12
Device Guidelines	12
Copyright and Plagiarism	13
Email for Students	13
Office 365	13
Cameras	14
Listening to Music	14
Desktop Backgrounds and Screensavers	14
Gaming	15
Printing	15
Device FAQs	16
Parent/Guardian Responsibilities	18
Accept Liability	18

Introduction

As a component of our district's comprehensive plan, the Great Valley School District (GVSD) has implemented a one to one (1:1) technology program. Research indicates that the implementation of an effective 1:1 program result in increased engagement, decreased dropout rates, and gains in student achievement. The use of 1:1 technology helps teachers to develop a more student-centered learning experience. In addition, a 1:1 program assures greater equity as all students have access to the same resources in the classroom and at home.

One of the benefits of a 1:1 program is that students develop 21st century skills that are foundational to college and career readiness. Working in collaboration with the Teaching and Learning Department, our teachers will help students develop skills related to communication, collaboration, critical thinking, and creativity. It is our belief that student access to technology enables teachers to create more authentic, hands-on learning experiences for students.

We live in a digital society. With the advent of social media and web 2.0 technology, students live in a world where they do not only use technology to consume information, but also to create, to post, and to share as they add their voice to a global digital community. One of the goals of the 1:1 program at GVSD is to engage students in thoughtful, responsible digital citizenship. As part of the 1:1 program, students will be guided on how to be safe and responsible in their use of technology.

All students will have an iPad assigned to them starting in kindergarten and will receive a new iPad in grades 5 and 9. If for any reason a student leaves the district (moves, private school, graduates) they must turn in the device and all technology associated with it such as power cord and stylus.

It is the policy of GVSD to maintain an environment that promotes ethical and responsible use of digital technology. The 1:1 program is an excellent opportunity for students to learn how to safely and responsibly maintain the resources provided by the district. Parents and guardians are asked to partner with us to ensure that students are aware of the guidelines and policies related to the 1:1 program. This document shares the district expectations for the 1:1 program. Please read it and discuss it with your student(s).

Device Ownership

The purpose of the 1:1 program is to maximize student learning by providing students access to online resources and applications. Teachers can also use information from online assessments and programs to effectively adjust and improve their instruction. The 1:1 device is the property of GVSD and is formatted to help students meet their learning goals. Please be aware of the following guidelines regarding these devices.

GVSD Ownership Rights

iPads are the property of GVSD.

The iPads for the 1:1 program **are the property of GVSD** and are on loan to students. All documents, images, videos and applications (Apps) on the device are also the property of the school district.

GVSD will:

- purchase and distribute the iPads with Apps to help meet teacher and student learning goals;
- provide training and support to teachers and students in the use of the devices.

GVSD maintains the right to:

- review and monitor any files or media stored on the devices;
- remove files, media or Apps from the devices;
- remove a user's access to the network per Acceptable Use Policy (AUP);
- collect the device at any time.

Student Loan Guidelines

iPads are on loan to students.

The iPads for the 1:1 program are the **property of GVSD** and **are on loan to students**. Every student must adhere to the following guidelines regarding the use and care of the iPads.

Students may:

- personalize their device with a school-appropriate lock screen and wall paper background screen;
- take pictures and videos that are congruent with the Acceptable Use Policy;
- send emails using Office 365 for school-related assignments and events;
- access Office 365 applications to complete assignments and projects.

Students are prohibited from:

- downloading personal Apps onto the device;
- taking pictures or videos of teachers or students without permission;
- syncing the iPad to a personal iTunes account for Apps;
- removing the iPad from the school case and/or placing the iPad in a student case;
- marking, etching or vandalizing the iPad or iPad case in any way;
- attempting to make repairs or removing any device components.

Device Information

The District will provide the following to each student: the iPad, iPad case & keyboard, power cords and a three-year Apple Care warranty. Students in grades 3-12 will also receive a stylus.

Because the 1:1 initiative constitutes a considerable investment for GVSD and our families, two efforts are made to protect the devices.

- First, a rugged keyboard case is provided for every iPad. This polycarbonate and silicone case includes a keyboard with extensive battery life. Its durable design helps to deflect impact from the iPad to prevent damage. The keyboard case comes with a one-year warranty.
- Second, Apple Care is provided for each device to extend warranty coverage for all of the iPads purchased through the 1:1 initiative.

Apple Care

The goal of the 1:1 program is to provide every student with access to an iPad. One of the advantages of Apple Care is that the district can use the direct mail-in repair service to send iPads to an Apple Certified Service Center. Once the device is repaired Apple will return the device using express courier.

The Apple Care extended warranty is an important step in protecting the 1:1 investment at GVSD. This warranty extends the excellent coverage that Apple provides for their devices to three years. Every iPad in the program is covered for **two incidents of accidental damage**. The parent/guardian will be responsible for all subsequent repairs after two incidents. Please read the following information to assure that your student's iPad is covered under Apple Care.

What is not Covered

- The iPad case, iPad keyboard, and keyboard charger and stylus.
- Damaged or missing keys on the iPad case.
- Damage due to abuse, neglect, or misuse, including faulty installation, repair, or maintenance by anyone other than Apple or an Apple Authorized Service Provider.
- Any equipment with a serial number that has been altered or removed after the initial sale.
- Replacing lost or stolen equipment.
- Recovery or replacement of any data or software on the covered equipment.
- Repair, replacements, or maintenance of wear-and-tear items such as cases, key caps, knobs, or mechanical parts.
- Third party products or their effects on covered equipment.

Equipment

The term “equipment” or “technology” refers to iPads, batteries, power cords, cases and keyboards. Each piece of equipment is issued as an educational resource.

Apple Care and Equipment

Cords and chargers are considered wear-and-tear items and are not covered under Apple Care Warranty. Please use the following guidelines to prevent any unnecessary charges for this equipment.

- Keep cords and chargers out of reach of small children and pets.
- Keep cords and chargers away from water and/or food.
- Do not use electrical tape on cords and chargers.
- Do not use third party cords or chargers (This could void the Apple Care Warranty for the iPad).
- Do not bend the cords unnecessarily.

Collection of Devices

All students who leave the school district and/or transfer to another school need to hand in their device before their last day of school.

When turning in the iPad, students will be responsible to return:

- iPad
- case and keyboard in working condition (no missing keys)
- power cord
- brick
- stylus

Failure to return any/all of these items in working condition will result in charges for replacements.

Device Care

The iPads for the 1:1 program are the property of GVSD and are on loan to the students. The conditions surrounding this equipment can be equated to those of a textbook or a school-issued calculator. Students are expected to keep the iPad in good condition. Failure to do so may result in bills for repair and replacement.

Negligence, Vandalism and Intentional Damage

Negligence

Negligence is the failure to take proper care of something. Although negligent behavior is not willfully destructive, students may still be held liable for failure to adhere to the following guidelines:

DOS	DON'TS
<ul style="list-style-type: none">• Clean the screen with lint-free, antistatic or microfiber cloth or wipes.• Always unplug the iPad before cleaning.• Always use the approved district case on the iPad.• Avoid carrying the iPad with sharp objects that could damage the screen.• Lock the iPad the student's locker when it is not being used at school	<ul style="list-style-type: none">• Take the iPad out of the case.• Spray cleaner directly onto the iPad screen.• Place any food or liquids next to the iPad.• Leave the iPad within the reach of small children or pets.• Leave the iPad on the ground where it can be stepped on.• Store the iPad in extreme cold or heat• Place a lot of books or other heavy objects on the iPad.• Leave the iPad in unsupervised areas including the cafeteria, outdoor tables & benches, buses, locker rooms, classrooms, gyms, dressing rooms, restrooms, and hallways.• Throw or toss the iPad.• Leave the iPad in plain view in the car.

Vandalism and Intentional Damage

Vandalism is the deliberate destruction of property. We ask that students not damage the iPad, iPad case or any district-issued stickers on the iPad.

Students should NOT:

- Place any personal stickers on the iPad or iPad case.
- Remove, scrape or damage district issued stickers on the iPad or iPad case.
- Intentionally mark the iPad or iPad case with a marker.
- Willfully damage the iPad, iPad case, or district stickers in any way.

iPad Case Guidelines

Keep iPads in iPad Cases

Protecting the iPad is one of the most important considerations of the 1:1 program. The district has invested a considerable amount of time and resources in selecting and equipping the iPads in the 1:1 program with a sturdy protective case. Please follow the guidelines below to protect the iPad and the case.

Students are prohibited from:

- **removing the iPad** from the school case and/or placing the iPad in a student case;
- placing stickers or clings on the iPad or iPad case;
- marking, etching or vandalizing the iPad or iPad case.

If the iPad is removed from the district-issued case and damaged (even if placed in another case), the student is responsible for the full cost of repair and/or replacement of the iPad.

iPad Use, Care and Classroom Routines

Storing (if available)

- iPad should be stored on its side standing up.
- Never pile things on top of the iPad.
- Never leave the iPad in the bottom of the locker/cubby.
- Never leave the locker set to open without entering the combination.

Hallways

- Keep your iPads in the GVSD case at all times.
- Never leave the iPad unattended for any reason.

Classroom Habits

- Center the iPad on the desk.
- Close the case of the iPad before standing up.
- Follow all directions given by the teacher.

Care of the iPad at Home

- The power cord/charger should remain at home.
- The iPad stays in the case at all times.
- Charge the iPad fully each night.
- Use and store the iPad in a common room of the home.
- Store the iPad on a desk or table – never on the floor.
- Protect all components from:
 - Extreme heat or cold
 - Food and drinks
 - Small children
 - Pets

Traveling to and from School

- Do not leave the iPad in a vehicle.
- If ever in a situation when someone is threatening you for your iPad, give it to them and tell a staff member or a parent as soon as possible.
- Stolen iPads are located through our Mobile Device Management System (MDM), Airwatch, and are retrieved in cooperation with the local police department.

Students are prohibited from:

- attaching anything to the iPad or the iPad case;
- defacing GVSD equipment in any way. This includes, but is not limited to, marking, painting, drawing, or marring any surface of the iPad, iPad case or district asset tags.
- If such action occurs, the student will be billed the cost of repair or replacement.

Faulty or Damaged Equipment

Warranty

The price that the district paid for the iPads includes: the iPad, iPad cases & keyboard, power cords, and a three-year Apple Care warranty.

Faulty Equipment

Occasionally unexpected problems do occur with the iPad that are not the fault of the user. The technology department will assist students with fixing these issues at no cost to the parent/guardian.

Damaged Equipment

The student is responsible for returning damaged equipment to the designated exchange location in their school. GVSD will send damaged equipment to Apple. The parent/guardian is not charged for the first two instances of accidental damage. The parent/guardian is financially responsible for all subsequent claims, after two.

iPad Exchange Policy

The school has a loaner pool of exchange iPads available if the iPad issued to a student stops working. If an iPad breaks down or is need of repair, a student will be able to exchange it out for another.

Lost Equipment

Reporting Process

If any equipment is lost, the student or parent must report it to the school immediately. A student should notify a teacher or administrator, and the staff member will assist him/her.

Financial Responsibility

The circumstances of each situation involving lost equipment will be investigated individually. Students/families may be billed for damaged or lost equipment.

Stolen Equipment

Reporting Process

If equipment is stolen, a police report must be filed and a copy of the report must be provided to the school by the student or parent in a timely manner.

If there is no evidence of theft, or if the equipment has been lost due to student negligence, the parent/guardian will be responsible for the full cost of replacing the item(s).

Failure to report the theft to the proper staff or failure to follow the proper filing procedure may result in a bill for full replacement cost to the parent/guardian.

Device Repair Procedure

So that we can provide students with access to a 1:1 device even when a device needs repair, we will maintain a loaner pool of devices. Students should follow the protocols below for devices in need of repair (warrantied and non-warrantied issues).

High School\Middle School

Students should take the following steps if their iPad needs repair at the high school or middle school:

1. Student brings the iPad to the tech room.
2. Tech takes the broken iPad.
3. Student receives the loaner iPad.
4. Student is informed through AirWatch when iPad is repaired.
5. Student returns to tech room and exchanges the repaired iPad with the loaner.

Elementary School

The following steps should be followed if the iPad needs to be repaired in one of the elementary schools:

1. Teacher makes a call to the call center or submits an IssueTrak.
2. Tech picks up the broken iPad.
3. Student receives the loaner iPad.
4. Upon repair, tech returns to the classroom and exchanges the repaired iPad with the loaner.

Device Security

GVSD strives to maintain the safety and security of our network. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

In our effort to protect student security, each student will be given a secure login to programs like Office 365, Canvas or other programs. These accounts will be used by the authorized user of the account for its authorized purpose. Students may not share their passwords with other students.

iPad Security

Balanced Approach

Two primary forms of security exist: network firewall and internet filtering. GVSD strives to strike a balance between usability of the equipment and appropriate security to prevent units from being used to cause damage to the Great Valley School District network.

Network Security

In order to protect the network and the iPads, students should not download or install software on the iPad, remove software or change the system settings.

Internet Filtering

GVSD maintains an on-site internet filtering software package. This program automatically filters all student access to the internet.

Mobile Device Management System

AirWatch

The iPads in the 1:1 program are designated for educational purposes. To maintain space on the iPads, the district uses a Mobile Device Management (MDM) system, called AirWatch, to remotely install/uninstall applications and to control the settings on the devices.

Apps

One of the primary purposes of the AirWatch is to purchase and provision the iPads with Apps to meet teacher and student learning goals. The MDM also ensures that proper licensing of the Apps is maintained.

Settings

GVSD uses AirWatch to control settings on the iPads, so that they can be optimized for student learning.

Lost or Stolen iPads

Our MDM can be used to locate lost and stolen devices. If the device is turned on, the MDM can use location services to locate the lost or stolen device. Once the device is located, GVSD would work in cooperation with state and local police to retrieve the device.

Device Use

The rules and regulations of device use are provided here so that students and parents/guardians are aware of the responsibility students accept when they use a district-owned iPad. In general, this requires efficient, ethical, and legal utilization of all technology resources. Violations of these rules and guidelines may result in disciplinary action. Students receive iPad-related training at school during the first weeks of school. Below you will find a summary of the main points of each topic.

Device Guidelines

General Guidelines

- All use of the iPad and network must support education.
- All students are allowed access to the iPad, Office 365 account and school network, unless the school is notified in writing by the parent/guardian.
- A student may not loan the iPad or 1:1 equipment to other students for any reason. Students who do so are responsible for any loss or damages.
- Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- All users are accountable to all school, district, local, state, and federal laws.
- All users of the GVSD network and equipment must comply at all times with the GVSD Acceptable Use Policy.
- Students and families must follow all guidelines set forth in the document and by GVSD staff.
- All rules and guidelines are in effect before, during, and after school hours, for all GVSD technology devices whether on or off campus.
- Any failure to comply with these guidelines may result in disciplinary action. GVSD may remove the user's access to the network without notice at any time, if the user is engaged in any unauthorized activity.

Security Reminders

- Do not share logins, passwords or pin numbers (**Exception:** Students may share their password with parents/guardians).
- Follow the internet safety guidelines.

Activities Requiring Teacher Permission

- Instant-messaging
- Using headphones in class
- Playing Games

Copyright and Plagiarism

Students are expected to follow all copyright laws. Duplication and/or distribution of materials for educational purposes when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

Email for Students

Purpose

All GVSD students in grades 3-12 are issued an Office 365 email account. This allows students to safely and effectively communicate and collaborate with GVSD staff and classmates, giving them an authentic purpose for writing.

Guidelines and Reminders

- Email should be used for educational purposes only.
- All email and all contents are property of the district.
- Email transmissions may be monitored by staff at any time to ensure appropriate use. This means that technology administrators may check students' email.
- An email account should only be used by the authorized owner of the account.
- All emails are retained for only six months per GVSD retention policy.
- Students need to protect their passwords.

Restrictions and Limitations

- Students are limited to sending and receiving email only within the district and to staff-approved domains.

Unacceptable Use Examples

- Non-education related forwards (e.g. jokes, chain letters, and images).
- Harassment, profanity, obscenity, racist terms.
- Cyber-bullying, hate mail, discriminatory remarks.
- Email for individual profit or gain, advertisement, or political activities.

Office 365

All students in the 1:1 program will have an Office 365 account. This allows everyone to have access to email and to collaborate with others while using Word, PowerPoint, Excel and OneNote in real time - anywhere, any time, on any device.

Cameras

Purpose

Each student iPad is equipped with a camera. The camera can be used for class projects.

Examples of Use

Cameras are to be used for educational purposes only, under the direction of a teacher. Examples include:

- Recording videos or taking pictures to include in a project.
- Recording a student giving a speech and playing it for rehearsal and improvement.

Important Note

Please note that installing internet calling/video-conference software is prohibited on your GVSD iPad. Video conferencing software is already installed on your device. GVSD cannot and will not remotely access the camera.

Unacceptable Use Examples

Students should adhere to the Acceptable Use Policy (Policy 815.1). Do not take pictures or videos of students or teachers without their permission.

Listening to Music

At School

Listening to music on the iPad is not allowed during the school hours without permission from the teacher.

At Home

With the permission of a parent/guardian, students may listen to music on the iPad at home.

iTunes

Students are allowed to use their personal iTunes account to download music for assignments and personal use. They are prohibited, however, from syncing to their personal iTunes account for Apps.

Desktop Backgrounds and Screensavers

Any image set as a desktop background must be in line with the Acceptable Use Policy. Inappropriate media may not be used as a desktop background. The presence of guns, weapons, pornographic material, inappropriate language, alcohol, drugs or gang-related symbols will result in disciplinary action and/or loss of privileges.

Gaming

At School

Online gaming is not allowed during the school hours unless you have been given permission by a teacher. Any games must be in support of education.

At Home

Online gaming is allowed at home if all of the following conditions are met:

- The content of the game is school appropriate.
- The student has permission from a parent/guardian.
- The game is in support of education.
- No download of any kind is needed.

Students are not permitted to load personal apps or software onto district-issued iPads.

Printing

At School

Any documents that require printing could be printed at school.

At Home

If a student chooses to print school work at home, he/she will need to connect an iPad-capable printer to the iPad. District tech staff will not be responsible for supporting home printing set up and issues.

Device FAQs

Our family owns an iPad. Can my child use it instead of a school iPad?

No. School-owned iPads are specially configured and managed to enhance functionality and student safety. Also, our educational team has carefully chosen a suite of apps to support student learning. Having a consistent platform will enable our teachers and students to create an effective learning environment.

What if I just don't want my child to have an iPad?

The iPads are an integral part of the student's educational experience. Student will need the iPad to complete assignments, collaborate with classmates, access assessments, and complete interactive assignments. Teachers will use the iPad to differentiate instruction and to address the specific learning needs of students.

How will the iPads be set up?

Student iPads will be managed and suites of carefully chosen apps will be installed on the iPads by the IT department. Decisions about what apps and content will be placed on student iPads will be decided by teachers and departments on an ongoing basis. iPads are configured to access the Internet through the school's Internet filtering system when they are connected at school.

Can students download apps?

No. Students and parents are never permitted to download apps unless given specific permission by administration. The school has carefully selected an extensive suite of applications. We will continuously seek out the best educational materials and will solicit suggestions from students, faculty, and parents.

Can my child purchase a different cover for his/her iPad?

No. Covers have been carefully selected for their safety and functionality and should be kept on the iPad at all times. To extend the life of the covers, we ask that they not be altered in any way.

May my child sync his/her school iPad to his/her iTunes account on a home computer?

No. As previously mentioned, the iPads will be specially configured and preloaded with a suite of apps carefully chosen by the educational team.

Can other people use the iPad during the school day?

No. The iPad is intended to be an individual student tool and is the responsibility of a particular student. Borrowing or lending iPads at school is not allowed.

When and where can I use my iPad at school?

The iPad is an academic tool to be used in the classroom under teacher supervision. iPads are not to be taken into the bathroom, to assemblies, to lunch. The iPad is only allowed in the locker room if permission has been granted by building administration. The iPad should be stored in a locked locker.

When and how may I use my iPad to record and post images, audio, and video?

We are excited to integrate the capabilities of the iPad in classroom activities. Everything produced on the iPad should show respect for others. Inappropriate use of the iPad to capture images, audio, or video without the permission of the teacher is not allowed. Multimedia content produced as part of a class assignment will be uploaded to the Office 365 One Drive.

How will the iPad be charged?

Students will be issued plug adaptors and cables for charging their iPads at home. The iPad can hold a charge for 10 hours, and our expectation is that students arrive at school each morning with their iPad fully charged. A replacement fee will be charged for lost cables and chargers. Parents are encouraged to setup a safe charging area in their home to facilitate nightly charging. Students should use the school-issued charger to charge the iPad.

What accessories are included, required, or recommended to use with the iPad?

The iPad will come with a protective case, a plug adapter, and a cable. Earphones/earbuds are highly recommended and will be supplied as needed. A stylus will be given to each student grades 3-12.

Will the district prevent access to inappropriate websites?

Yes. Student iPads will be configured to always use the district web-filter. Great Valley School District has a content filter in place to meet federal guidelines.

Will iPads replace textbooks?

Not right away. The Teaching and Learning Department is exploring the option to offer textbooks on the iPad.

What will happen if a student does not bring his or her iPad to school?

Students will still be responsible for the completion of their classwork, without the use of the device. These are the same expectations that would apply if a student forgot a textbook or other class resource.

Will the iPads have the new iOS on them?

Yes, student iPads issued will have the most recent iOS.

If I withdraw my child from GVSD schools, what must I do?

If you withdraw from school officially or because you were absent (unexcused) for 10 days in a row, you must return the iPad and charger to Great Valley School District. If the iPad and accessories are not returned with original Apple components, Great Valley School District will contact the appropriate law enforcement authorities.

Parent/Guardian Responsibilities

Great Valley School District makes every effort to equip parents/guardians with the necessary tools and information to ensure safe iPad use in the home. There are several responsibilities assumed by the parent/guardian. These are outlined below.

Accept Liability

The parent/guardian/student is responsible for the cost of repair or replacement for any device or component not covered under the Apple Care Warranty.

Monitor Student Use at Home

Parent/Guardian Responsibility

The parent/guardian must agree to monitor the student use at home and away from school. The best way to keep students safe and on-task is to have the parent/guardian present and involved.

Suggestions

- Investigate and apply parental controls available through your internet service provider.
- Develop a set of rules/expectations for iPad use at home. Some websites provide parent/child agreements for you to sign.
- Only allow iPad use in common rooms (e.g. living room or kitchen) and not in bedrooms.
- Demonstrate a genuine interest in what your student is doing on the iPad. Ask questions and request your child show his or her work often.