



Little Falls Community Schools iPad Implementation Handbook

Our Vision... Little Falls graduates are autonomous learners, able to critically think and solve problems, who are creative and innovative, adaptable and agile, who are effective at communication and collaboration, and who have curiosity, imagination, and initiative (Wagner), and who do so in synchronous connection with their community and the larger world. (Abbey)

Overview

The Little Falls Community School District is committed to preparing our students to succeed in the changing societal landscape. It is essential that the District provide our students with the 21st century skills that they need to be self-directed learners. We believe that effective teaching and learning include the effective use of technology to best prepare each student for the world in which they will live. To accomplish this vision, the District is making iPad technology available to all students in grades 5-12 as described below.

The following requirements and guidelines apply to the iPads Implementation initiative.

I. Student Responsibilities

- A. Students are expected to use the iPads appropriately for educational purposes.
- B. Students are expected to have their iPads in school each day with a fully charged battery. A limited number of loaners may be available on a first-come, first-serve basis. Students may not use a loaner more than three times a semester. Forgetting an iPad or having a dead battery will not be accepted as a reason for failing to complete work or turn in assignments. Charging stations will be available in the media center for students who may need a recharge during the school day or for students who might not be bringing their iPad home. Repeated failure to bring the iPad to school or failing to charge the battery may result in the loss of home privileges for the student.
- C. Students are responsible to download to the iPad any necessary documents, assignments, and/or materials from their teachers. If a family does not have wireless access at home, students must do this before school, during the school day, or after school.
- D. Students may load photos on their District-owned iPad, as long as all content complies with the Acceptable Use Policy. The use of music on the iPad during instructional time will be at the discretion of the classroom teacher. Students may set their own screensaver photos. The presence of inappropriate music or photos may result in the loss of the iPad and/or other disciplinary actions.
- E. Students may not install software, download apps or attempt to reconfigure the software of the iPad. If non-conforming apps or software are discovered on District-owned iPads, the iPads will be restored to the school set of software, and disciplinary actions may be enacted. Tech staff are not responsible for saving, restoring or backing up documents, music or photos that students may be storing on the iPads.

- F. Students are encouraged to store documents, worksheets, notes and other files on their iPad, but they must be responsible for backing up or saving all work to other media. Students must either email documents to themselves as a backup, or they may use a cloud-based storage account such as Google Docs or Dropbox.
- G. Students attempting to hack or jailbreak the iPad will be subject to disciplinary action.
- H. Students will not be allowed to personalize the case provided by the school. If students wish to provide their own case and personalize it, it must be approved by technology staff, and the District-provided case must be returned to the school.
- I. Students are discouraged from printing and encouraged to use email and cloud-storage solutions.
- J. If students choose to set a passcode for their iPad, they are required to use their lunch code as the password.

II. Parent Expectations

- A. Parents are encouraged to view a Parent iPad Orientation. This orientation will be available online via the District website at <http://www.lfalls.k12.mn.us>, on each iPad and on Charter local access television.
- B. The District asks for the parents' support in communicating with their children about the standards of appropriate content and helping to monitor the use of the iPads at home.
- C. Parents are responsible for filling out and signing the Student-Parent Agreement form associated with the Student-Parent handbook of each school.
- D. If necessary, parents are expected to assist their child fill out any forms needed to report theft or damage.
- E. Parents are encouraged to become familiar with the iPad and help ensure the use of the technology to track their child's progress. The iPads allows parents and students to view teachers' assignment calendars, track homework, and monitor progress toward coursework completion.
- F. Parents should help to ensure that only the student and parents use the school-assigned iPad.

III. Terms of the iPad Loan

- A. iPads will be distributed at the discretion of the District Administration upon confirmation that the Student-Parent Agreement form has been signed and the Technology Fee has been received.
- B. Legal ownership of the iPads remains with the District. The use of the iPad is a privilege extended to students and is conditioned upon compliance with the requirements of this handbook, the District's Acceptable Use Policy, and all other District policies.

- C. Student iPads and accessories will be checked in at the end of each school year at a date and time determined by the Administration. Students who graduate early, transfer, withdraw or are suspended or expelled will return the iPad and accessories at the time of withdrawal. Students returning to school the following year will be issued the same iPad that was previously assigned to them.
- D. The District reserves the right to repossess the iPad and accessories at any time if the student does not fully comply with the terms of this Handbook. The District may also choose to limit and/or withdraw home use privileges for failure to comply.
- E. Failure to return the property in a timely fashion may result in the involvement of law enforcement.
- F. Software and apps will be managed by the District, due to the need to comply with licensing agreements.
- G. The iPads will be subject to routine monitoring by teachers, administrators, and/or technology staff. Users have no expectation of privacy when using Little Falls Community Schools' equipment or technology systems.
- H. If technical difficulties arise with an iPad, or non-conforming content is discovered, the iPad will be restored by tech staff. If the tech staff need to restore an iPad, the District is not responsible for the loss of any content put on the iPad by the student.
- I. Each iPad has identifying labels, which must not be removed or altered in any fashion. Students may not permanently mark the iPad itself in any fashion.
- J. The use of the iPads during instructional times is governed by classroom teachers. Failure to follow the instructions of the teacher may result in disciplinary action.

IV. General Care Instructions

- A. iPads screens should only be cleaned with a soft, clean cloth. Chemical cleaners or liquids, including water, should not be used on the iPads.
- B. Charging cables/cords should be inserted and removed carefully to prevent damage. This should be done on both ends of the cable by grasping the plugs rather than the cord. The charging cord should be plugged into the wall outlet before connecting the iPad. When disconnecting, remove the cable from the iPad before pulling the cord from the wall outlet.
- C. iPads must be kept in the protective cases at all times.
- D. Students should never put weight on the iPads, stack items on top of them or wedge them tightly into a backpack or case. The iPad cases should not be used as a folder to carry other items, including any sharp or pointed items such as pens or pencils.
- E. Liquids, food and other debris can damage iPads. iPads should be closed in cases and away from food and liquids when students are eating.

- F. iPads should not be exposed to temperature extremes. Students should not leave the iPad in any location where the temperature falls below freezing or exceeds 95 degrees. If the iPad is cold, it should be allowed to warm up to room temperature before use. An iPad exposed to direct sunlight or high temperatures may overheat during use and must be allowed to cool down before subsequent use.
- G. Battery life is shortened by using wi-fi, bluetooth, a high screen brightness, and video. Students should learn to manage these settings and apps to improve battery performance.
- H. Students are encouraged to refer to the iPad Instruction Manual located on the iPad for further information.

V. Protection Plan

- A. An annual "Technology Fee" of \$40 will be assessed to all students in grades 5-12 for the 2011-12 school year. Financial scholarships, similar to those available for Activity Fees, may be requested from the building principal.
- B. Those families with three or more students in grades 5-12 requesting a scholarship or other considerations for more than one child, should make that request with the building principal where the oldest child attends. All requests will be held in the strictest confidence.
- C. The proceeds of the Technology Fee shall be used to offset expenditures associated with repair and insurance for the student issued mobile learning device, and the cost of apps (software) issued to students via the mobile learning device in lieu of personally purchased student tools, supplies, and materials.

VI. Security and Theft Prevention

- A. The iPad may ONLY be used by the student to whom it was assigned or by the parents of the student. The student may not loan it to another student.
- B. The student is responsible for the security of the iPad at all times. The iPad should never be left unsecured. When not with the student, the iPads should be secured or stored in a locked location out of view. During after-school activities and/or away events, students are still responsible for securing the iPad.
- C. Students should keep personal information about themselves and others off the iPad. Password security for network systems should be maintained, as should the privacy of locker combinations. It is the responsibility of the student to keep his or her information secure.

VI. Damage, theft, repair

- A. Damage or hardware issues must be reported immediately to the appropriate school personnel. For cases of hardware failure or accidental damage, a loaner will be provided for the student throughout the repair/replacement process. There may be a delay if there are no more loaners available.

- B. Students/parents are responsible for the full cost of any willful, negligent or intentional damage to the iPad. Failure to pay for willful, negligent or intentional damage may result in legal consequences.
- C. Theft must be reported immediately to the appropriate school personnel. Students/parents will be required to fill out a theft report through the District's liaison officer. This report is downloadable at <http://www.lfalls.k12.mn.us>.
- D. The iPads contain software that can be activated to track and recover missing iPads. The District will coordinate with law enforcement to track missing or lost iPads.

VI. Connecting to the District Network

- A. Students/families who own iPads may use these in school in place of a District-owned devices subject to the following conditions:
 - 1. The iPad is available to the student for use everyday at school.
 - 2. The student/family is willing to provide the same apps, including any paid apps that are provided on the school iPads and required for the student's coursework. Licensing agreements for paid content prohibit the school from installing content purchased by the school account on devices not owned by the District.
 - 3. The District is not responsible for and cannot provide technical support for personally owned devices.
- B. Any personally-owned iPads that are brought into the District must be brought to the media center and registered with technology staff before they are allowed onto the school network. This is for network security purposes as well as to comply with federal legislation regarding Internet content filtering.
- C. The District is not responsible for the loss, theft or damage of any personally-owned devices that are brought to school.