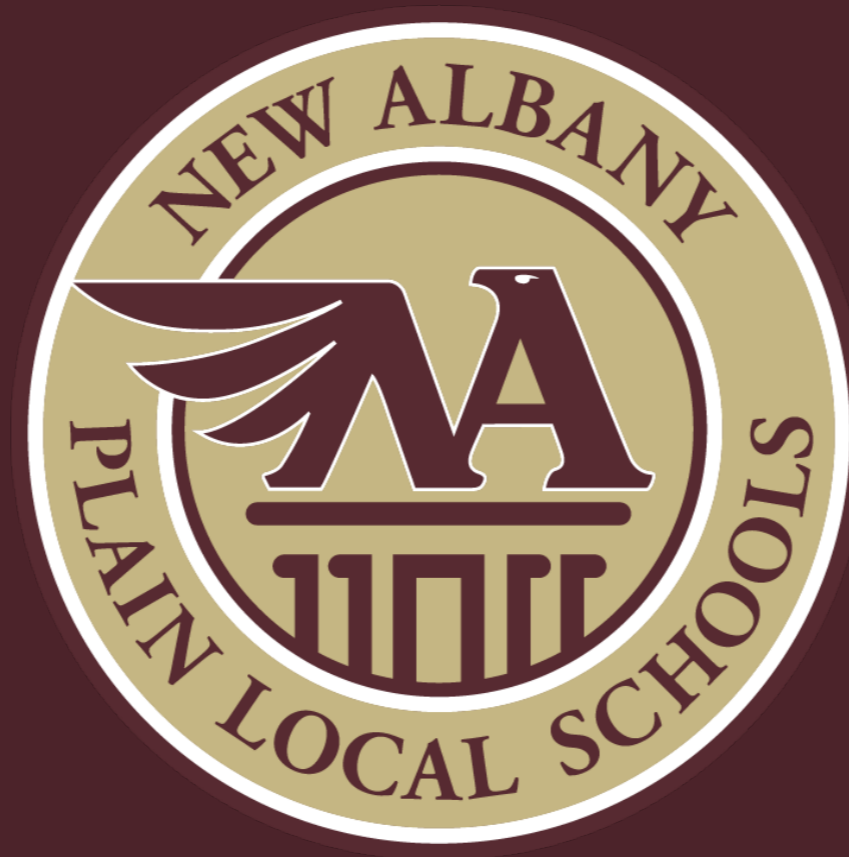


ONE-TO-ONE HANDBOOK

Personalized Technology for Students



PURPOSE AND RATIONALE

- Use technology as a tool to enhance learning and teaching.
- Create a secure and consistent digital environment for all students.
- Students in grades 5-12 will be able to take the devices home.
- Students in grades PreK-4 will have a device to use at school.

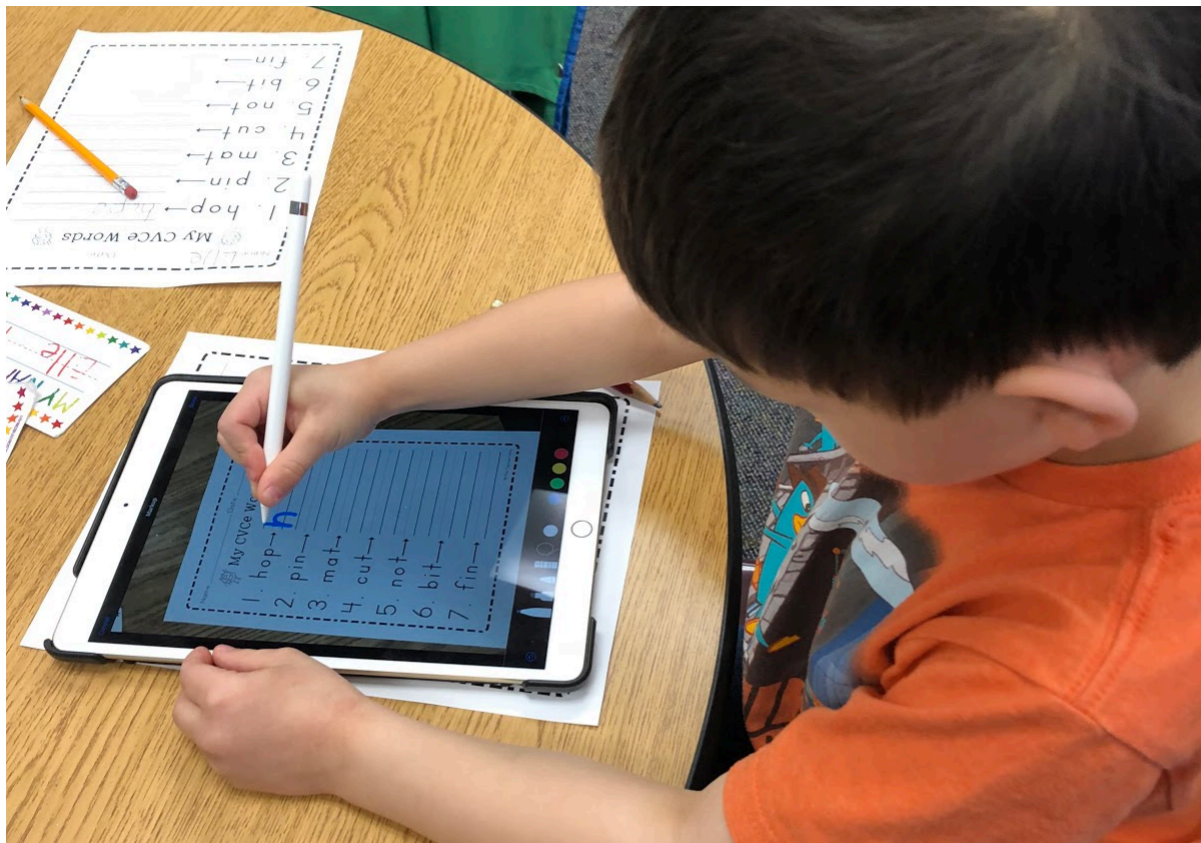
New Albany-Plain Local Schools recognizes that technology is embedded into most aspects of school, work and personal environments today, and that it is critical our students not only learn how to use technology effectively, but also how to **balance** face-to-face and digital interactions in their lives. Learning how to use technology to be more **efficient and productive** at school will benefit our students as they transition into post-secondary institutions and into the workforce.

In today's schools, devices like tablets and computers should be viewed as **essential tools** in the same way as pens, pencils and paper. Using these new instructional tools is critical to student success, and our learning environment can be greatly enhanced by effectively integrating them into daily instruction and assessment.

New Albany-Plain Local Schools began a new journey in the **2018-2019** school year that will provide all students in grades PreK-12 with a device to be used to enhance their learning. We started our **one-to-one** (one device for every student) initiative in grades 4-6 and expanded it each year until we are completely one-to-one in grades PreK-12 during the **2022-2023** school year.



Prior to the 2018-2019 school year, the school district's technology integration model provided approximately one device for every three students, and those devices were shared within each school. This model helped us meet our **basic needs**, but it also created challenges for teachers as they planned their lessons, and allowed for **inequity** among our students. Providing each student with a device will allow teachers to better integrate technology, and it will eliminate the inequity that exists between our students. We are excited to see what our students can create and do when provided with the newest tools in their classrooms.



We chose **iPads** as the device for PreK-8 grade students, and **iPads with an Apple Pencil** as the device for 9-12 grade students. Our data showed that over 90% of our 4-12 students brought an iOS device to school on a regular basis. Since the overwhelming majority of our students are familiar with the Apple iOS ecosystem, we chose devices that use the platform they already know.

ACCOUNTABILITY

- New Albany-Plain Local Schools maintains ownership of all devices and app licenses.
- District-owned devices are managed and maintained by the NAPLS IT Department.
- Teachers can monitor and control students' use of devices while at school.
- Parents can choose to manage and monitor devices outside of school hours.
- NAPLS will create a device protection plan to pay for repairs and replacements.

The iPads are, and at all times remain, the property of New Albany-Plain Local Schools (NAPLS) and are **loaned** to the students for **educational purposes** for the academic school year.

A NAPLS identification label with an asset number has been placed on each device. **This label is not to be removed or modified.**

All district-owned devices are maintained and managed by the NAPLS Information Technology (IT) Department. A mobile device management (MDM) system will be used to track and monitor the devices, and to deploy educational apps and other resources to the devices. Age appropriate restrictions may be applied to the devices as deemed necessary.

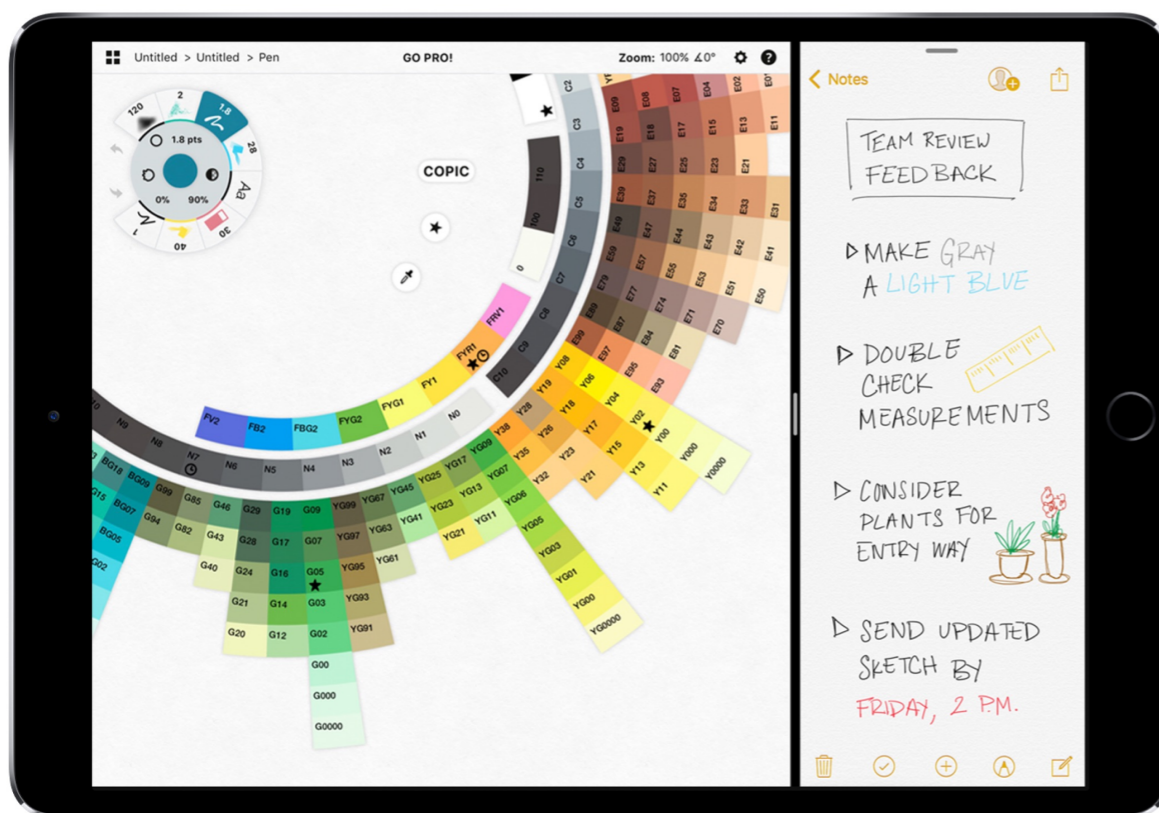
Teachers will be able to monitor and control student devices using built in device features and other third party applications. NAPLS administrative staff and teachers retain the right to collect and/or inspect the devices at any time; **there is no expectation of privacy while using district-owned devices.**

Parents will also have the option of creating an account in the district's MDM system so they can monitor their child's device and set restrictions while the device is away from the district's network.



New Albany-Plain Local School recognizes that with the implementation of the one-to-one initiative there is a need to **protect the investment** by both the district and the student/parent. Therefore, we have set the following guidelines:

- A portion of the annual school fee will be used to fund the repair or replacement of damaged iPads.
- **Two accidental damages** over the lifetime of the device will be covered by this fee.
- One occurrence of a **lost or stolen** device will be covered by this fee.
 - A **written statement** from the parents/guardians must be submitted in the case of a lost iPad.
 - A **police report** must be submitted in the case of a stolen iPad.
- The cost to repair or replace an iPad due to accidental damage **after the first two incidents** will be fully paid by the parents/guardians of the student.
- The cost to replace a lost or stolen iPad **after the first occurrence** will be fully paid by the parents/guardians of the student.
- **Neglect or malicious damage** is not covered by this fee.
- Loss of or damage to **power adapters and cables** is not covered by this fee.



GENERAL CARE AND USE

General Cleaning
Recommendations from Apple
(<https://support.apple.com/en-us/HT204172>)

- Use only a soft, lint-free cloth. Avoid abrasive cloths, towels, paper towels, and similar items that might cause damage.
- Unplug all external power sources, devices, and cables when cleaning.
- Keep liquids away from the product.
- Don't get moisture into any openings.
- Don't use aerosol sprays, solvents, or abrasives.
- Don't spray cleaners directly onto the item.

Care of the iPad

The iPad is **school property** and all users will follow this handbook and the NAPLS Acceptable Use Policy for Technology. Students are responsible for the general care of the iPad they have been issued. Any iPad that is broken or fails to work properly must be taken to a teacher or administrator as soon as possible so the issue can be reported.

Carrying iPads

Students are required to keep the iPad in its **protective case** at all times. While the case will provide some protection against drops, it will not protect the iPad in all situations. iPads should be handled with care, and when carrying the iPad, please avoid placing too much pressure and weight on the iPad screen, especially when placed in backpacks.

Instructional Use

Students are responsible for bringing their iPads (Chromebooks in the case of 12 grade) to school every day. If students leave their iPads at home, they are responsible for completing their coursework as if they had their iPads present. Teachers, at their discretion, may give alternate versions of assignments that do not require the use of an iPad, or students may be issued a temporary device.

If a student repeatedly forgets his/her iPad at home, he/she may be subject to **appropriate disciplinary action**.

Students are to bring their iPads to school **fully charged** every day. Students should **not** bring their power adapters and charging cables to school. Parents and students are financially responsible for the loss of or damage to power adapters and charging cables. It is the student's responsibility to have sufficient battery life for their expected use while at school. Limited access to charging stations will be available in designated areas.

Updates to Apps and the iPad software are released periodically. It is the student's responsibility to keep their iPads updated and synced prior to class. Students will be taught the update process.

Protecting Your Data and Files

It is recommended that students regularly **backup** their files and data to Google Drive. Syncing the iPad and/or backing it up regularly will allow the restoration of data should the device need to be replaced. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

Files stored on the iPad or Google Drive are not private; NAPLS administrators and teachers may review students' files and communications at any time to ensure they are using the iPads appropriately.

Students are responsible for the appropriateness of all files, data, and Internet history on their iPads. They should not take photos, videos or audio recordings of other students or staff without their permission.

The possessing, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is **strictly forbidden**. Do not access another individual's materials, information, or files without permission.

Sound

Sound should be **muted** at all times unless permission is given by the teacher. Appropriate music is allowed on the iPad. Ear buds/headphones are the responsibility of the student and may be used in the classroom based upon individual teacher approval.

Personalization

Students may customize their iPads' **wallpaper** (both lock screen and home screen). Images of weapons, alcohol, drugs, or inappropriate items are not permitted. The presence of pornographic images or photos containing inappropriate language is not permitted.

Students should set a **passcode** to protect their iPads, and keep the passcode confidential. A school administrator or teacher may request the passcode to access this district-owned device at any time.

Personal Apps, Music and Movies

Students in grades PreK-8 are not permitted to download any personal apps, music, or movies on their iPads. This is subject to change based on the instructional needs of students. High School students will have access to the iTunes and App Stores outside of school hours. They are permitted, with parental consent, to download music, movies and apps to be used outside of school hours. Personal content will not be available to students during school hours.

Through the use of its MDM, NAPLS will provide configuration settings that will limit the types of apps and

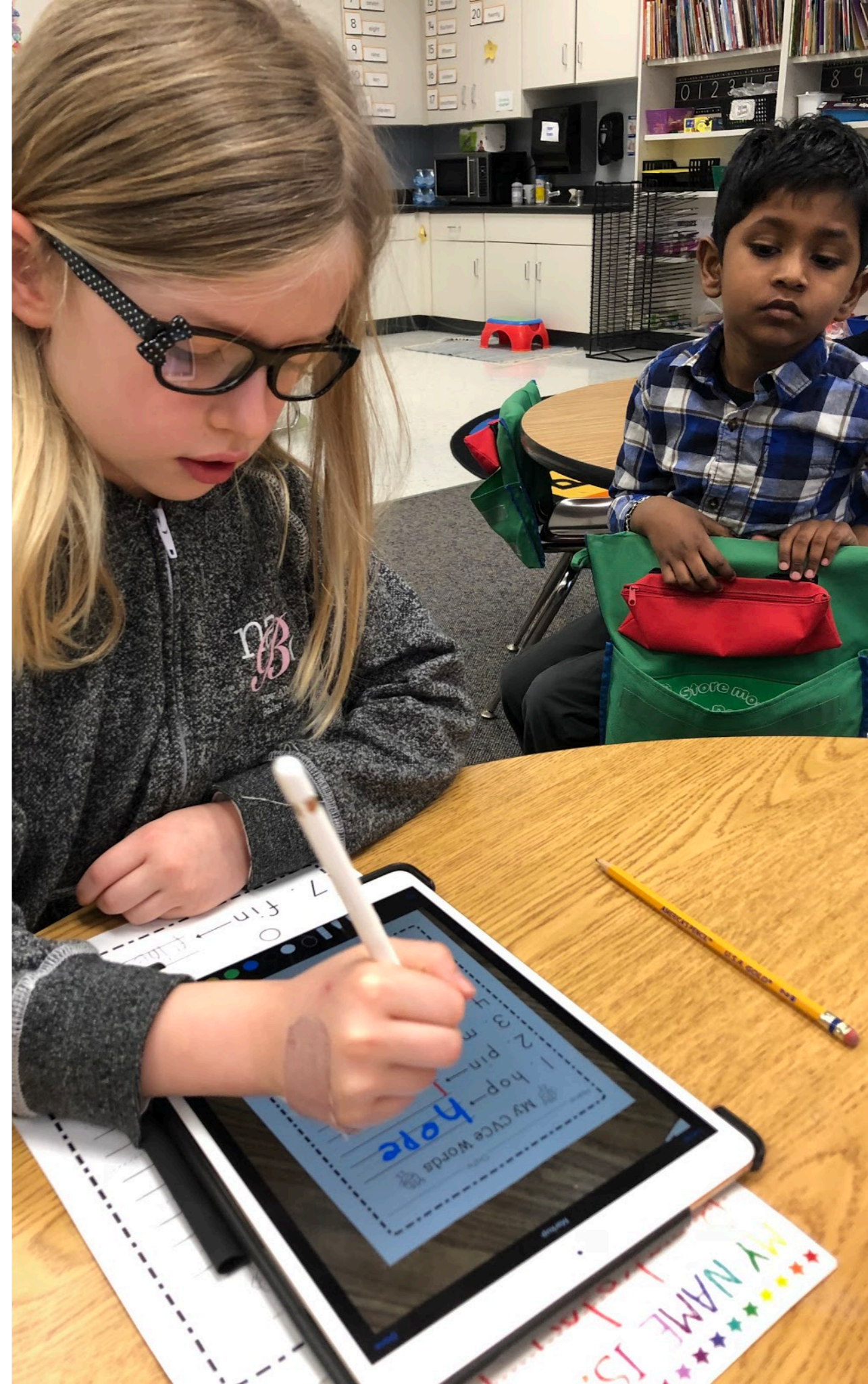
media that can be installed on the iPads based on age restrictions.



STUDENT AND PARENT RESPONSIBILITIES

Students will:

- Follow the expectations outlined in the Student Handbook, and the New Albany-Plain Local School District's Care of School Property and Student Network and Internet Acceptable Use policies (5513 and 7540.03, respectively).
- Agree to keep the iPad in a protective case at all times.
- Agree to immediately return the iPad and peripherals in good working condition upon request or withdrawal from the school district.
- Assume full responsibility of their issued iPad at all times.
- Acknowledge that this handbook is to be used as a guide and does not attempt to address every required or prohibited behavior by students.



Parents will:

- Be responsible for the cost to repair or replace the iPad if damage is caused by gross negligence or intent to destroy district property.
- Acknowledge that their student and they are to follow the expectations in the Student Handbook, and the New Albany-Plain Local School District's Care of School Property and Student Network and Internet Acceptable Use policies (5513 and 7540.03, respectively), and any violation of these guidelines could result in the student facing disciplinary action.
- Be responsible for monitoring their child's use of the Internet and apps when he/she is not at school.
- Agree to immediately return the iPad and peripherals in good working condition upon request or withdrawal from the school district.
- Acknowledge that this handbook is to be used as a guide and does not attempt to address every required or prohibited behavior by its users.





iPad Loan Agreement

STUDENT AGREEMENT

By signing the New Albany-Plain Local School District's iPad Student Agreement, the student agrees to the above terms.

Printed Student Name: _____

Student Signature: _____

Date: _____ Device ID# _____

PARENT/GUARDIAN AGREEMENT

By signing the New Albany-Plain Local School District's iPad Parent/Guardian Agreement, the parent/guardian agrees to the above terms.

Printed Parent/Guardian Name: _____

Signature: _____

Date: _____