Prowler 1:1

MACBOOK USER GUIDE, & INFORMATION

Why 1:1?

Thief River Falls Public Schools is dedicated to providing technology tools and resources to the 21st Century Learner. Student learning comes alive through innovative use of technology integrated into learning environments across the district.

Engagement & Interactivity

Student engagement is elevated when learning is customized through the use of technology in the classroom. Engaging students in a digital learning experience allows students to see and interact with content in a variety of ways. Research suggests that when technology is integrated into instruction students not only learn technology skills, but students develop content knowledge and processing skills to prepare for the 21st Century work place.

Learning Anytime, Anywhere

When learning is digitized and made available online, students are able to access classroom content and lectures, collaborate with peers, complete projects, and participate in authentic discussions—all at their fingertips. Learning opportunities expand beyond the brick-and-mortar classroom and open the door to alternative learning environments including classes taught completely online, blended or hybrid classes with a mix of in-class and online experiences, and effective online interventions, supports and extensions to provide a wide array of educational services that meet student needs. Additionally, wireless saturation across the district combines with district and student-owned handheld devices to truly make learning anywhere, anytime a reality. This flexibility gives students control over the space, time, and context for their learning.

Collaboration, Communication, and Shared Learning

Digital communication tools are very much a part of the world that students live in. Educationally, these tools can be highly beneficial in capturing new ways of processing and engaging in our work. Digital communication tools such as documents in the cloud, email, wikis, blogs, and learning management systems allow students to collaborate with each other, their classroom, and the world electronically. Classroom tools such as these extend student learning and allow discussion to occur outside of school and class time. These digital interactions give students an opportunity to ask questions and answer questions, problem-solve, think critically, and use interactions with peers to gain a deeper understanding of subject matter. Technology transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with MacBooks integrates technology into the curriculum, providing students with valuable learning opportunities that otherwise would not be accessible.

The policies, procedures and information within this document apply to all MacBooks used within Thief River Falls Public Schools, as well as any other device considered by the Administration to come under this documentation. Teachers may set additional requirements for use in their classroom.

Receiving Your MacBook Air

MacBooks will be distributed to students once their families have reviewed this MacBook User Guide (available on the District website), completed the Acceptable Use form and paid for insurance. Without these the MacBook cannot be taken off of school grounds.

MacBook Air Return/Fines

Individual school MacBooks and accessories must be returned at the end of the school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment within Thief River Falls Public Schools for any other reason must return their individual school MacBook on the date of termination.

If a student fails to return the MacBook and accessories (case, cord, etc.) at the end of the school year or upon termination of enrollment within Thief River Falls Public Schools, that student or his/her parent/guardian will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the MacBook, or if applicable, any insurance deductible. Failure to return the MacBook will result in a theft report being filed with the Police Department.

Furthermore, students will be responsible for any damage to the MacBook, consistent with the District's MacBook Air Protection plan and must return the MacBook and accessories to the Media Center in satisfactory condition upon the end of the school year.

Taking Care of Your MacBook Air

Students are responsible for the general care of the MacBook they have been issued by the school. MacBooks that are broken or fail to work properly must be taken to Mr. Dyer for an evaluation of the equipment.

2.1 General Precautions
- The MacBook is school property and all users will follow the acceptable use policy for technology within Thief River Falls Public Schools.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type (i.e. no clorox wipes).
- Cords and cables must be inserted carefully into the MacBook Air to prevent damage.
- MacBooks must remain free of any writing or drawing. Approved stickers will be allowed, but the MacBook must be returned without any traces of the stickers at the end of the school year.
- MacBooks must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- MacBooks must never be left in a location susceptible to extreme cold or hot weather.
- Students are responsible for keeping their MacBook's battery charged for school each day.

2.2 Carrying MacBook Airs
- The protective bag provided with the MacBooks have sufficient padding to protect the MacBooks from normal treatment and provide a suitable means for carrying the device within the school.
- MacBooks should always be transported within the protective bag provided by the District.

2.3 Care
- The keyboard and exterior can be wiped with a clean, damp (not saturated) cloth as needed.
- Do not lean on the top of the MacBook when it is closed.
- Do not overextend the hinge by opening the MacBook too far.
- Do not place anything (papers, pencils, etc.) inside the MacBook before closing.
- Do not place anything on/near MacBook that could cause undo pressure (keep this in mind when placing your MacBook in your backpack).
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not bump the MacBook against lockers, walls, car, etc.

Using Your MacBook Air At School

MacBooks are intended for use at school each day. In addition to teacher expectations for MacBook use, school messages, announcements, calendars and schedules may be accessed using the MacBook. Students are responsible for bringing their MacBook to all classes, unless specifically instructed not to do so by their teacher.

3.1 MacBook Airs Left at Home

If students leave their MacBook at home, they are responsible for getting the coursework completed as if they had their MacBook present.

3.2 MacBook Air Undergoing Repair

Loaner MacBooks may be issued to students when they leave their MacBook for repair. There may be a delay in getting an MacBook should the school not have enough to loan.

3.3 Charging Your MacBook Air's Battery

MacBooks must be brought to school each day adequately charged to work throughout the school day. Students need to charge their MacBooks each evening by plugging them into an electrical wall outlet.

3.4 Screen Savers/Background Photos

Inappropriate media may not be used as a screensaver or background photo.

Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.

3.5 Sound, Music, Games, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Apps installed on MacBooks must be approved and installed by a member of the Thief River Falls Public Schools' Technology Department or building designee.

Students and families who are maintaining their own Apple IDs on District MacBooks may install apps as needed for the purpose of customizing their learning experience.

3.6 Home Internet Access

Students are allowed to set up wireless networks on their MacBooks. This will assist them with MacBook use while at home. However, the District Acceptable Use Policy must be followed while at home, using a district owned device.

Managing Your Files & Saving Your Work

4.1 Saving to the MacBook Air/Home Directory/Submitting Work

Email: Most MacBook Air productivity apps support the ability to open and email word processing documents, presentations, spreadsheets, PDFs, images, or other common file types. Students and teachers can exchange course-related files through their district-provided Myprowler (Gmail) accounts.

Cloud-Based Services: Students may also have the option to utilize any number of free cloud-based options such as Google Drive, Dropbox, etc. The district will allow the use of such services by students on their MacBook Airs, but the District cannot be held responsible for the support of these personal, non-district provided services or the data that the students may store on these services.

4.2 Network Connectivity

Thief River Falls Public Schools makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

MacBook Air Applications

5.1 Originally Installed Software

The software/apps originally installed by Thief River Falls Public Schools must remain on the MacBook in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. Periodic checks of MacBooks will be made to ensure that students have not removed required apps.

5.2 Additional Software

All District-provided apps will be distributed through a secure distribution app that will act as a bridge between the MacBooks and the Apple App Store. Students will be able to download any provisioned apps in this manner directly onto their MacBook Airs. Students are not permitted to connect their MacBooks to any computers, and/or synchronize their MacBook Airs to any personal iTunes accounts for any purpose with the exception of those students who are provided permission to manage their device with their own Apple ID.

5.3 Circumvention of Managed Settings

All student MacBooks are provisioned by the Technology department for the purposes of initializing and managing all MacBooks in a secure and organized fashion. Any attempts by students to circumvent any district management settings through software restoration or jailbreaking will result in the confiscation of the MacBook and disciplinary action.

5.4 Inspection

Students may be selected at random, at any time, to provide their MacBook for inspection.

5.5 Procedure for Re-Loading Software

If technical difficulties occur or illegal software (non-Thief River Falls Public Schools apps) are discovered, the MacBook will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image. In addition, this may result in confiscation of the MacBook with usage allowed only during the school day.

5.6 Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their MacBooks for periodic updates and synching.

Acceptable Use

The use of Thief River Falls Public Schools technology resources is a privilege, not a right. The privilege of using the technology resources provided by the district is not transferrable or extendable by students to people or groups outside the district and terminates when a student is no longer enrolled in Thief River Falls Public Schools. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this document, as well as the District Acceptable Use Policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Thief River Falls Public Schools' Student Discipline policy shall be applied to all student infractions. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

Provide a Parent/Guardian created Apple ID for app customization on your child's MacBook.

Talk to your children about values and the standards they should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

Please see attached detailed Parent/Guardian Responsibilities

6.2 School Responsibilities are to:

- Provide internet and email access to its students.
- Provide internet blocking of inappropriate materials as able. (Parents should also set internet controls at home).
- Provide network data storage areas. These will be treated similar to school lockers. Thief River Falls Public Schools reserves the right to review, monitor, and restrict information stored on or transmitted via school district-owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

6.3 Student Responsibilities are to:

- Use MacBooks in a responsible and ethical manner.
- Obey general school expectations concerning behavior and communication that applies to MacBook use.
- Use all technology resources in an appropriate manner so as to not damage school equipment. This damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via Thief River Falls Public Schools' designated internet system is at your own risk. Thief River Falls Public Schools specifically denies any responsibilities for the accuracy or quality of information obtained through its services.
- Help Thief River Falls Public Schools protect our computer/device by contacting an administrator about any security problems they may encounter.
- Turn off and secure their MacBook after they are done working to protect their work and information.
- If a student should receive email or come across content containing inappropriate or abusive language, he/ she will make their teacher (at school) or parent/guardian (at home) aware immediately.
- Return their MacBook to the media center at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment for any other reason must return their individual school MacBook on the date of termination.

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Internet/computer games.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of MacBook settings (exceptions include personal settings such as font size, brightness, etc.)
- Restoring or jailbreaking MacBook.
- Downloading unauthorized apps.
- Spamming (sending mass or inappropriate emails).
- Gaining access to other students' accounts, files, and/or data.
- Exchanging MacBooks and/or switching MacBook identification labels to conceal fault of damage.
- Use of the school's internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger.
- Students are not allowed to give out personal information, for any reason, over the internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing Thief River Falls Public Schools' filter through a web proxy.

6.5 MacBook Air Care

Students will be held responsible for maintaining their individual MacBook Airs and keeping them in good working order.

- MacBook batteries must be charged and ready for school each day.
- Only labels or stickers approved by Thief River Falls Public School District may be applied to the MacBook.
- MacBook bags furnished by the school district must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- MacBooks that malfunction or are damaged must be reported to the Media Center. The school district will be responsible for repairing MacBooks that malfunction. MacBooks that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with cost being borne by the student/family. Students will be responsible for the entire cost of repairs to MacBooks that are damaged intentionally.
- MacBook damage: Students are responsible for any and all damage.
- MacBooks that are stolen must be reported immediately to the Principal's Office and the Police Department.

6.6 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of Thief River Falls Public Schools' Code of Conduct. Give credit to all sources used, whether quotes or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to Acceptable Use Policy and Code of Student Conduct. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

Protecting and Storing Your MacBook Air

7.1 MacBook Air Identification

Student MacBooks can be identified in the following ways:

- Record of serial number.
- Reviewal of student/parent MacBook User Guide.
- Enrollment of MacBooks with Casper.

7.2 Storing Your MacBook Air

When students are not using their MacBook Airs, they should be stored in their locked lockers. Nothing should be placed on top of the MacBook, when stored in the locker. Students are encouraged to take their MacBooks home every day after school, regardless of whether or not they are needed. MacBooks should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store their MacBook, they may check it in for storage with the main office in their school.

7.3 MacBook Airs Left in Unsupervised Areas

Under no circumstances should MacBooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, media center, unlocked classrooms, gymnasiums, auditorium, and hallways. Any MacBook left in these areas is in danger of being stolen. If an MacBook is found in an unsupervised area, it will be taken to the main office.

7.4 Bring Your Own Device

At this time we require students to use only school-issued MacBooks due to app licensing and the instructional materials that will be loaded on the devices for classroom learning. In the future, we may explore opportunities for student/family owned devices to be used.

Repairing/Replacing Your MacBook Air

8.1 MacBook Air Insurance Plan

Thief River Falls Public Schools recognizes that with the implementation of the Customized Student Learning initiative there is a need to protect the investment by both the District and the Family. The MacBook Air Insurance Cost is $50.00 per device and will be due upon receipt of your student's MacBook Air.* The MacBook Air Insurance Cost will be capped at $150.00 for families with multiple students, Grades 6-12, attending school in the District. MacBook Air insurance coverage will be provided by the school district for families that qualify for free($0 per device) and reduced($25 per device) lunch.

The MacBook Air Insurance Cost will provide insurance coverage for accidental damage (drops/spills), cracked screens, vandalism, fire, flood, natural disasters, and power surges due to lightning. The $50.00 payment is nonrefundable. Loss or theft of the MacBook Air is NOT covered with this insurance. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.

All insurance claims must be reported to Mr. Dyer (ldyer@trf.k12.mn.us). In cases of theft or other criminal acts, a police report, or fire report in the case of fire, MUST be filed by the student or parent. A copy of the police/fire report must be provided to the Principal's Office. In the case of loss or theft of the MacBook Air, students/parents are responsible for replacement cost of the MacBook Air, case and/or charger.

Families who opt out of the insurance option will not be allowed to take the MacBook Air off of school property. They must be checked in/out of the Media Center each day.

INTENTIONAL DAMAGE: Students/parents are responsible for full payment of intentional damages to MacBooks. School District MacBook Air Protection DOES NOT cover intentional damage of the MacBook.

Parent Guide

Digital safety is of the utmost importance. Intentional, frequent discussions with your child of any age, are necessary and allow you to be proactive in protecting your child and further educating him/her. Experts warn that children are most vulnerable to online dangers while at home. Please note the following suggestions as they might be of assistance in further educating your child about appropriate use of technology including the MacBook and home Internet use.

In alignment with the Thief River Falls Schools Acceptable Use Policy for Technology, beyond school, parents must take responsibility for the use of technology and the Internet. As a parent, you are responsible for monitoring your child's use of District-provided educational technology including District-issued email and cloud accounts as well as the Internet. This includes Internet use at home or any other remote location outside of school.

Filter Access

Filtering software is not built in to the MacBook. While many potential dangers are filtered and blocked on the school's wireless network, children often have complete, 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.

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). Understand that your child's use of many technologies (such as computers, 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 prior to engaging in other Internet activities. 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.

Put the MacBook Air to Bed, But Not in the Bedroom

Parenting experts suggest parking all technology devices, from cell phones to MacBook, in a common family room overnight to discourage late night, unmonitored use and sleep disruption. Don't allow your child to sleep with the MacBook. Remember to model appropriate use and balance of technology in your own life as well.

Family Media Use Agreements

The following links will take you to some useful Family Media Agreements provided by Common Sense Media.

Grades K-5
Grades 6-8
Grades 9-12

Here are some additional things to review with your child:

- Anything they do or post online creates a digital record, often called a "Digital Footprint." Nothing online is totally private, even if it is intended to be. Once digitized, it can be saved, sent and reposted elsewhere.
- 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. Set up some sort of test question to frequently ask your child, such as "Would Grandma approve?"
- "Friends" aren't always who they say they are. Encourage your child to only be friends online with friends they know in person. Never give access to personal information 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 child how easy it is for someone to find you based on what you post online.
- Regularly check your child's privacy settings on all commonly used sites and networks. Ignoring privacy settings on sites like Facebook means your teen's 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 for today's youth. 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. Talk with your child about not partaking in this behavior and encourage her/him to report incidents of cyberbullying to an adult.

More helpful websites with Internet safety tips for parents:

Common Sense Media www.CommonSenseMedia.org

Net Cetera: Chatting with Kids About Being Online Federal Trade Commission (FTC) guide
http://www.ftc.gov/bcp/edu/pubs/consumer/tech/tec04.pdf

Acknowledgement & Additional Information Sources:

This guide was modified with permission from Farmington Area Public Schools

Parent Guide Courtesy of Minnetonka Public Schools

Images Courtesy of Apple, Inc.

Thief River Falls Public Schools – Student/Parent Pledge for MacBook Air Use

Parent

1. I agree to provide a Parent/Guardian created Apple ID for app customization on my student's MacBook Air.

2. I agree to monitor my student's Internet usage outside of school.

Student/Parent

3. I will never leave my MacBook Air unattended.

4. I will never loan out my MacBook Air to other individuals.

5. I will know where my MacBook Air is at all times.

6. I will bring my MacBook Air to school each day, adequately charged.

7. I will keep food and beverages away from my MacBook Air since they may cause damage to the device.

8. I will not disassemble any part of my MacBook Air or attempt any repairs.

9. I will protect my MacBook Air by always transporting it while in the bag provided.

10. I will use my MacBook Air in ways that are appropriate and meet all Thief River Falls Public School District expectations.

11. I will not deface the serial number sticker on any MacBook Air.

12. I understand that my MacBook Air is subject to inspection at any time without notice and remains the property of the Thief River Falls Public School District.

13. I will follow the policies and procedures outlined in the MacBook Air User Agreement and the District Acceptable Use Policies.

14. I will file a police report in case of theft, vandalism, and other acts.

15. I will be responsible for all damage or loss caused by neglect or abuse.

16. I agree to return the District MacBook Air, bag, and power cord in good working condition to my school Media Center, no later than the last day of the current school year.

I agree to the stipulations set forth in the above documents including the MacBook User Guide, the Acceptable Use Policy, MacBook Air Protection Plan, and the Student Pledge for MacBook Air Use.

Individual school MacBooks and accessories must be returned to the school at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment for any other reason must return their individual school MacBook on the date of termination.