Northbrook / Glenview School District 30

One to One Learning Program

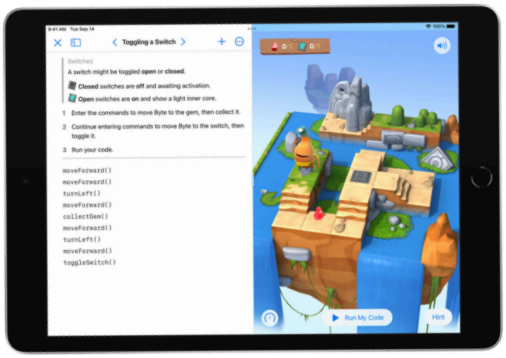
Student / Parent Handbook

2023-24









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General Information

Welcome to District 30's one-to-one iPad program! The following document contains guidelines that will help parents and students to better understand our iPad program from top to bottom. To stay up-to-date on all of our iPad initiatives, please visit the 1:1 Parent Resource page on the District 30 Website. There, you'll receive updates on apps, iPad and Apple resources, as well as communication from our tech team on important iPad updates.

The policies, procedures and information within this document apply to all district-owned iPads ("District iPads") and accessories used by students at Glenview School District 30.

In addition, by using the District iPad, the student agrees to abide by all Board policies and rules, including, but not limited to:

6.235: Access to Electronic Networks

7.190 : Student Behavior

7.180: Student Welfare - Prevention of and Response to Bullying

Receiving Your iPad

All iPads and iPad accessories will be distributed in school this year. iPad accessories include: STM Case, USB-C Power Adaptor and Lightning cable. Parents and students must sign and return the Acceptable Use Policy and the iPad Student Pledge before the iPad can be issued to their child. Agreement to this program is done digitally during online registration.

iPad Insurance

District 30 offers iPad Insurance for student devices, paid for through student fees. The program greatly reduces the repair and replacement costs of the iPad. The insurance program does not cover damage to or loss of iPad accessories. More information on iPad insurance can be found on the District 30 website http://www.district30.org/technology/ipad-insurance-program.

Returning your iPad

iPads with genuine Apple iPad accessories will be returned to Northbrook / Glenview School District 30 during the final week of each school year as facilitated by our technology staff. If a student transfers out of District 30 during the school year, the District iPad and all accessories will be returned to the school office at that time. Students who withdraw, are suspended or expelled, must return their District issued iPad and all accessories on the date of termination to the school office.

Return Fines

If a student fails to return an iPad and / or accessories at the end of the school year, or upon exiting Northbrook / Glenview School District 30, that student will be liable for the cost of the iPad and accessories. Failure to return the iPad will also result in a theft report being filed with

the appropriate authorities.

The student will be responsible for any damage to the iPad, consistent with the District's Insurance Agreement Form and must return the iPad and accessories in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

Taking Care of The iPad

The iPad is property of District 30, and all users will follow this policy, as well as the Northbrook/ Glenview School District 30 Acceptable Use Policy for this technology. Students are responsible for the general care of the iPad and iPad accessories they have been issued by the District. iPads that are broken or fail to work properly must be taken as soon as possible to a member of the Technology Department for an evaluation of the equipment. The student will be responsible for reporting any damage to the iPad.

General Precautions

- The iPad is school property and all users will follow this policy and the Acceptable Use Policy for technology.
- Cords and cables must be inserted and removed carefully to prevent damage.
- The iPad and STM case must remain free of any writing, drawing, stickers, or labels that are not the property of Northbrook / Glenview School District 30.
- When students are not using their iPad, students should be aware of where their iPad is at all times. iPads must NEVER be left unattended.
- Students are responsible for keeping their iPad's with a sufficient battery charge.
- iPads and chargers should NEVER be loaned out to another individual. This includes classmates, friends, and family members.

Carrying District iPads

The STM case provided with the iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- iPads should always remain in the STM case provided, unless other arrangements have been made.
- iPads should never be transported, stored or used in the same location as water bottles or other liquids. iPads don't like water.
- The iPad screens can be damaged if they are treated roughly. The screens are particularly sensitive to damage from excessive pressure on the surface.
- Do not lean on the top of the iPad or on the screen.
- Do not place anything near the iPad that could put pressure on the screen.
- Clean the screen with a soft, dry or anti-static cloth. No cleansers of any type.
- Be careful not to bump the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

Use of The iPad

District iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad. Students must be responsible to bring their District iPad to class, unless specifically instructed not to do so by their teacher.

iPads Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present.

iPads Undergoing Repair

A loaner iPad may be given to a student if their iPad is in need of repair. A member of the Technology Department will lend these out to students as needed, pending availability. These devices must be returned to the Technology Department daily and picked up if their iPad is still under repair.

Charging your iPad's Battery

iPads must be brought to school each day fully charged. This allows sufficient enough charge to make it through the school day.

Wallpaper/Background Photos

- Inappropriate media may not be used as a screensaver or background photo.
- Inappropriate media includes, but is not limited to, the presence of guns, weapons, pornographic materials, inappropriate or insensitive language or images, alcohol, drugs, gang related symbols or pictures and will result in disciplinary actions.
- Students who use inappropriate media will be disciplined in accordance with Northbrook/ Glenview School District 30 Board of Education's Acceptable Use Policy.

Sound, Music, Games, or Programs

- iPad sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Additional programs or media may be installed on the iPad, only at the discretion and guidance of a District 30 staff member.
- Data storage will be available through apps on the iPad and through District 30's Google Docs and iCloud accounts. Students are responsible for backing up their data and keeping available storage on their iPads. Technology staff members will work with students on learning these skills.

Headphones

Students must provide a pair of earbuds or headphones with a microphone to use with their iPads. In the case that students will be watching videos, listening to audio resources or recording their ideas and thinking, this will be an important part of the 1:1 experience.

For students who need a headset, we recommend **viewing this document,** which reviews several headphone models that we felt were good for student use.

Keyboards

External keyboard sets are available for students to use in class. Students may also bring their own external keyboards into use.

Printing

Students are encouraged to be paperless and use email, Google Docs and online classrooms to share work with their teachers and classmates.

Home Internet Access

When using the District iPad outside of school, the student is bound by the same policies, procedures and guidelines as at school. Families are allowed to connect their student devices to wireless networks at home. It is incumbent upon the parents/guardians to monitor and manage student Internet activity while at home. iPad devices are filtered by District 30 when at home. It is the prerogative and right of the parents to limit or restrict iPad or Internet use at home, however they see fit.

Protecting and Storing Your iPad

iPad Identification

Student iPads will be labeled in the manner specified by the school district. iPads can be identified in the following ways:

- Record of serial number
- Electronic registration of devices with District 30's device management software.

Storing Your iPad

When students are not using their iPads, they should be stored in a safe location. Nothing should be placed on top of the iPad when stored in a bag, desk, or other location. Once students have earned the right to take their iPad home, they will be encouraged to do so each evening.

Managing Files and Software

Saving Files

Students may save work directly on the iPad. However, space is limited and it is strongly recommended that students also save documents to their District 30 Google Drive account. In addition, students are able to share documents via our learning management systems (such as Seesaw, Schoology, and more), or email documents to their teacher.

> ***Please note:*** *Storage space will be available on the iPad, but it is LIMITED and it will NOT be backed up in case of re-imaging or device malfunction. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not handing in schoolwork.*

iPad Backup

Students are responsible for backing up their own work. This can be done through iCloud, Google Drive, or other cloud software. Each Managed Apple ID account comes with 200GB of storage space. iCloud backs up App Data, as well as photos, and device settings. You can learn more about Managed Apple ID's at: https://support.apple.com/en-us/HT205918

Occasionally, if an iPad needs to be repaired, the device may be re-formatted and cleared. It's important for students to back up data frequently, to avoid losing work. The district does not accept responsibility for the loss of any software or documents deleted due to a reformat and re-image.

Network Connectivity

Northbrook/Glenview School District 30 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.

Student Email Access

To facilitate communication with teachers and for transferring files to online storage, students will be given a District 30 email account. This email account will only be capable of sending messages to teacher / staff accounts, and it will be managed and archived in accordance with legal requirements.

Software On The iPads

Originally Installed Software/Apps

The iPad Operating System "iPad OS" must be kept up to date with the guidance of the

technology team. From time to time the school may add software/apps for use in a particular course. iPads may be periodically checked, to ensure that students have not removed required apps or have added apps that are not authorized by the school.

Additional Software

Self Service: District 30 has set up it's own app store, Self Service, which is stocked with many apps that have been approved by teachers and support our curriculum. Students are welcome to install and use any of the applications that are available in Self Service, while being mindful of storage needs.

SOPPA (Student Online Personal Protection Act)

Effective on July 1, 2021, all school districts are required by the Student Online Privacy Protection Act (SOPPA) to provide assurances that student data is handled properly and protected by any third-party educational technology resources. Student data should be used for beneficial purposes only (105 ILCS 85), as stated in the language of the Act.

It is District 30's legal and ethical obligation to protect students, including their data, from harmful practices. If student data (referred to as "personally identifiable information" or "covered information" in the legislation) is breached, it can lead to an unauthorized person accessing sensitive information or using the data for unintended purposes. District 30 has always taken steps to protect our student data and create a safe learning environment, both online and in-person

For more information about why protecting student information is important, this article is an excellent resource.

District 30's list of approved is available here.

The Approved Online Resources list includes the online services or applications that the district uses with students. as well as their published data policies and signed agreements with our district, specifying that they are in compliance with SOPPA's requirements for data protection. The list will be regularly updated as new resources are evaluated and added.

Parents may request to review and correct any information maintained by District 30, or any of our online educational providers by contacting District 30's privacy officer,

COPPA (Children's Online Privacy Protection Act)

One of the important realities of taking advantage of the wealth of online learning tools available to us and to our students is the Children's Online Privacy Protection Act (COPPA). This law applies to websites and online services (including mobile apps) and governs the collection and use of personal information from children under 13. When we work with a 3rd party site, we must operate within the constraints of the law.

In many cases, online services comply with the law by explicitly granting school districts the ability to create and manage accounts on behalf of students under age 13; however, many

companies do not. The FTC recommends that all websites and online services – particularly those directed to children – post privacy policies online so visitors can easily learn about the operator's information practices.

Northbrook / Glenview School District 30 uses several educational web-based tools and applications operated by third parties, including but not limited to Google Apps for Education (GSuite), Schoology, Seesaw, and similar services. Under COPPA, these websites must obtain parental consent or the consent of a school district on behalf of parents before collecting information from children under the age of 13.

Northbrook / Glenview School District 30 contracts with website operators that follow the COPPA requirements and are used solely for educational purposes. District 30 values your child's privacy and strives to ensure parents are aware of the web-based tools and applications we use and the nature of personal information that will be collected and used by those tools and applications.

Child Internet Protection Act (CIPA)

All school districts are required by CIPA to have technology measures and policies in place that protect students from harmful materials. This means that student internet activity is filtered. District 30 employs Securly as a content filter to monitor and block content on all student devices, both at school and at home. More information about CIPA can be found at http://fcc.gov/cgb/consumerfacts/cipa.html

Family Educational Rights and Privacy Act (FERPA)

FERPA ensures the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request that the school not disclose this information by sending a written request to the District Office

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- The school will not publish confidential education records (grades, student ID #, etc.) for public viewing on the Internet.
- The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.
- Parents may request that photos, names and general directory information about their children not be published, as part of the registration process.

Acceptable Use

This handbook is provided to make all students and parents aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the rules, procedures and information named in this handbook, or in the District 30 Board Policies, privileges may be terminated, access to district technology resources may be denied, and the appropriate disciplinary action shall be applied. Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or District administration.

The user is responsible for what he/she says and does with their iPad on the network. Communication with thousands of others is quick and easy. Therefore, it is important for the user to stop and think before communicating and to show respect for other people and for their ideas.

Parent/Guardian Responsibilities

Your son/daughter has been issued an iPad, Lightning cable, USB Power Adaptor, and STM case as part of this program to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this device:

- Talk to your student about values and the standards that your student should follow on the use of the Internet, just as you would on the use of all media information sources such as television, telephones, movies, and radio.
- Maintain an awareness of your student's use of the iPad device for their learning and growth.

School Responsibilities

- Provide Internet and Email access to its students.
- Provide Internet and email filtering of inappropriate materials through our District filtering system. It is the student's responsibility to demonstrate strong digital citizenship and judgment when online. When not at school, any "home rules" for Internet use apply.
- Provide network data storage areas.
- District 30 reserves the right to review, monitor, and restrict information stored on, District-related access, or transmitted via District 30 owned-equipment and to investigate inappropriate use of technology resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

Student Discipline

The one-to-one program uses a strike system to record students incidents that may result in a strike including misusing the iPad during class, bullying, and installing unapproved applications.

The discipline procedure in the District 30 Parent/Student Handbook addresses serious and major offenses such as stealing and destruction of school or personal property. These rules also apply to the iPad device. Depending on the seriousness of the offense, students may lose iPad and/or technology resource/network privileges as well as being held for detention, suspension or even in extreme cases, expulsion.

Student Responsibilities

Your iPad is an important learning tool and is for educational purposes only. In order to take your iPad home each day, you must be willing to accept the following responsibilities:

Northbrook/Glenview School District 30
Student Pledge for iPad Use

- I will take good care of my assigned iPad.
- I will use my iPad for educational purposes in ways that are appropriate, meeting District 30 expectations.
- I will be responsible for my iPad accessories that have been given to me at the beginning of the year.
- I will ensure my iPad is fully charged at the start of school each day.
- I will know where my iPad is at all times.
- I will never loan out my iPad to other individuals.
- I will keep food and beverages away from my iPad.
- I will keep my iPad in my provided STM case at all times.
- I will not add stickers, labels, tags, or markings to the iPad or the STM case provided.
- I will not associate the iPad with any iTunes account other than those provided by District 30.
- I will not configure the iPad with non-District 30 email accounts.
- I will promptly report any damage done to the iPad or iPad accessories, including any damage by fire, theft, or vandalism.
- I will have citizenship, trustworthiness, respect, responsibility, fairness, and care for my iPad.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I will not disassemble any part of my iPad or attempt any repairs myself.
- I will return the iPad, Lightning cable, USB Power Adaptor, and STM case in good working order when requested or upon my graduation, or withdrawal from school.

I understand that my iPad is subject to inspection at any time without notice and remains the property of Northbrook/Glenview School District 30. I will follow the policies and guidelines outlined in the One-to-One Student/Parent Handbook and Acceptable Use Policy. I understand that these procedures and policies apply while at school, as well as outside of the school day.

Agreed to on registration form R09 - Agreements

I understand and agree to the stipulations set forth in the above document, including the iPad One-to-One Student/Parent Handbook - iPad Procedures and Guidelines; the Acceptable Use Policy (AUP) / Electronic Network Access Agreement for Students and the Student Pledge for iPad Use.

Agreed to on registration form R09 - Agreements