



**One to One iPad Program
Student / Parent Handbook
2016-17**

General Information

The following are guidelines that will help our parent and student community 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.

Receiving Your iPad

All iPads will be distributed in school this year. Parents and students must sign and return the Acceptable Use Policy, the iPad Student Pledge and Insurance document before the iPad can be issued to their child.

iPad Insurance

District 30 offers an optional iPad Insurance Program for student devices. While this program is optional, it is strongly encouraged. The program costs \$20 per year, and greatly reduces the repair and replacement costs of the iPad. The insurance program does not cover damage to or loss of iPad accessories (cover, charger and USB cable). More information on iPad insurance, can be found on the District 30 website.

Returning your iPad

iPads with genuine Apple 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 will be returned to the school office at that time. Students who withdraw, are suspended or expelled, must return their District issued iPad with 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 District 30 property and all users will follow this policy and the Northbrook/Glenview School District 30 Acceptable Use Policy for this technology. Students are responsible for the general care of the iPad 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.
- iPad and 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, it should be securely stored in their locker (middle school), classroom or checked in with a teacher or staff member.
- iPads must NEVER be left in an unattended or unsupervised area.
- Students are responsible for keeping their iPad's battery charged for each school day.
- Students must keep their iPad in the protective case, provided by the school, at all times.
- iPads should NEVER be loaned out to another individual. This includes classmates, friends, and family members

Unsupervised areas include the school campus, lunchroom, computer lab, library, unlocked classrooms, locker rooms, bathrooms, hallways and any other unsupervised areas. If found unattended, the iPad will be taken to the LMC or principal's office. A student will meet with the principal in order to retrieve his/her District iPad.

Carrying District iPads

The protective cases 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 protective case.
- 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.
- Do not 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 computer. 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. If a student repeatedly (three or more times) leaves their iPad at home, they will be required to leave their iPad in school.

iPads Undergoing Repair

Loaner iPads may be issued to students when they leave their iPads for repair with the Technology Department. iPads will be loaned to students, pending availability. These devices will be turned into the library nightly and picked up in the morning.

Charging your iPad's Battery

iPads must be brought to school each day in a fully charged condition. Students are responsible for charging their iPads each evening. Repeat violations of this rule will result in students being required to leave their iPad in school .

Screen Savers/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 language, alcohol, drugs, gang related symbols or pictures and will result in disciplinary actions.
- Students are not to password protect their screens.
- 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

- 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 through apps on the iPad and through District 30's Google Docs 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 video, 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.

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. Students are allowed to set up wireless networks on their iPads. It is incumbent upon the parents/guardians to monitor and manage student Internet activity while at home. iPad devices are not filtered by District 30 when at home - only when they are on the District 30 network. 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 device with District 30's 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. iPads should not be stored in a parent's vehicle at school or at home.

iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school campus, the lunchroom, computer lab, library, unlocked classrooms, locker rooms, bathrooms, hallways and any other unsupervised areas. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the Technology Department or Principal's office. A student will meet with the principal in order to retrieve their iPad

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 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, and Google Drive, or other cloud software. Each Apple ID account comes with 5GB of storage space. iCloud backs up App Data, as well as photos, purchase history, and device settings. You can learn more about iCloud at:

http://support.apple.com/kb/PH12519?viewlocale=en_US

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 "iOS" 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.

COPPA (Children's Online Privacy Act)

COPPA imposes certain requirements on operators of websites (Schoology, Educreations, etc) or online services directed to children under 13 years of age, and on operators of other websites or online services that have actual knowledge that they are collecting personal information online from a child under 13 years of age. 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.

As a district and through the utilization of the 1:1 program, we strive to utilize only sites that follow the COPPA requirements 100%, providing privacy policies that support our protection of online information.

The following list contains current sites that may fall under COPPA currently being utilized in specific grades throughout the district. Throughout the school year, the district will keep an updated list on the district website, and buildings will communicate any specific adjustments to parents within their school.

- Google Apps for Education (K-8)
- Educreations
- Typing Club
- Popplet
- Schoology
- EasyBib
- Compass Learning (K-8)
- Dream box
- Think Central
- TCI

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 Acceptable Use Policy, privileges may be terminated, access to district technology resources may be denied, and the appropriate disciplinary action shall be applied. Internet access is available on every computer with network access in District 30. Network administrators will make reasonable efforts to maintain reliable service. They cannot, however, absolutely guarantee that the system will always be available or operating correctly. 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, charger, charging cord, and 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.
- I will ensure that my son/daughter understands the Student Responsibilities outlined in this Loan Agreement.

School Responsibilities

- Provide Internet and Email access to its students.
- Provide Internet and email filtering of inappropriate materials through our District filtering system. When the student is not on the District 30 WiFi, no filtering will be available. It is the student's responsibility to demonstrate strong digital citizenship and judgement 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 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:

- My iPad is my responsibility and I will not leave it in unsupervised areas.
- When I'm first issued an iPad, I will be responsible for checking and reporting any damages.
- I will bring the iPad to school every day with a fully-charged battery.
- I will treat the iPad appropriately and will report any mechanical or technical issues to the school in a timely manner.
- I will honor the values of Character Counts when using my iPad.
- I will ensure that the iPad is not damaged, lost, or stolen while it is issued to me.
- I will not add stickers, labels, tags, or markings to the iPad.
- I agree to use the iPad only for appropriate, legitimate, and responsible educational activities and communications.
- I will not attempt to add, delete, access, or modify other user accounts or profiles on the iPad.
- I will not modify the iOS operating system or "Jailbreak" my iPad.
- I understand that by performing regular backups of my iPad, I help protect against the loss of data.
- I will keep my iPad protected with its case at all times.
- I will return the iPad, charger, charging cord, and case in good working order when requested or upon my graduation, or withdrawal from school.

Student Discipline

The one-to-one program uses a "three strikes" system to record students who fail to bring in their iPad, or to keep it charged for the school day. Other incidents that may result in a strike include misusing the iPad during class, bullying, and installing unapproved applications.

After three strikes, students will have to leave their iPad in the LMC for a period of one week, and parents will be informed of the penalty. Every quarter, students "strike records" are cleared and they are given a fresh start.

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.

**Northbrook/Glenview School District 30
Student Pledge for iPad Use**

- I will take good care of my assigned iPad.
- I will never leave my iPad unattended.
- I will never loan out my iPad to other individuals.
- I will know where my iPad is at all times.
- I will charge my iPad battery daily.
- I will keep food and beverages away from my iPad.
- I will not disassemble any part of my iPad or attempt any repairs myself.
- I will protect my iPad by only carrying it while it's in the case provided.
- I will use my iPad in ways that are appropriate, meet District 30 expectations and are educational.
- I will not place decorations (such as stickers, markers, etc.) on my iPad or case.
- 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, including any damage by fire, theft or vandalism.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the District iPad, case, cables and cords in good working condition.

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.

We, _____
(Student Name)

and _____
(Parent / Guardian Name)

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.

(Student Signature)

(Parent / Guardian Signature)