



STUDENT PARENT HANDBOOK

iPad 1:1 Learning Initiative 2016 - 2017



revision 8.3.2015



Western School District

1:1 Learning Initiative

Technology has become increasingly important in the education of our students at Western Schools as we seek to meet our mission:

Working together with our community to educate all students as individuals to become successful in a complex world.

This handbook covers the following topics:

- Goals
- Financial Responsibilities
- Student Use Expectations
- Equipment
- Honor Code
- Student/Parent iPad Agreement

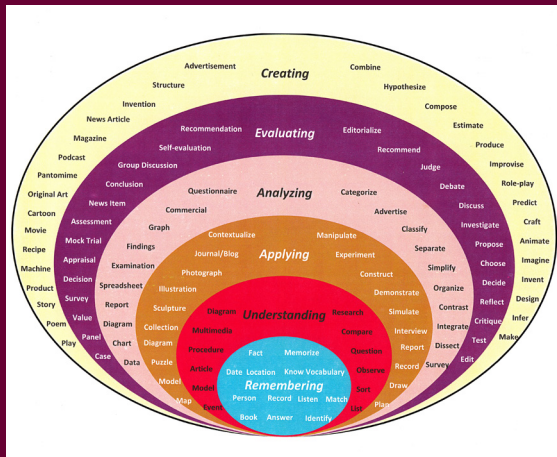
Please familiarize yourself with the material provided in this handbook. Both parents/guardians and students are expected to have a complete understanding of this material.



Western School District Goals

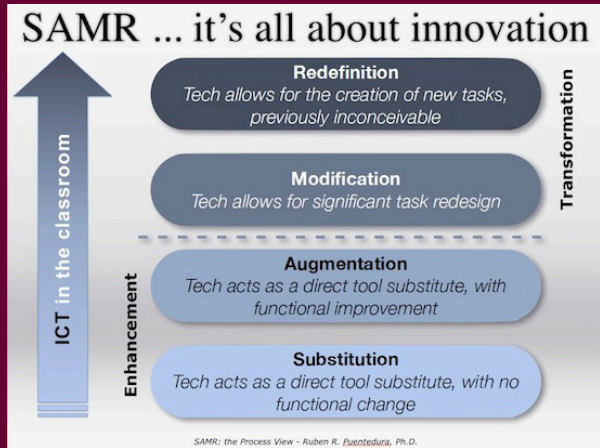
Our goal in providing each sixth through twelfth grade student with an iPad is to facilitate 21st century teaching and learning. The students will learn to use technology appropriately and effectively. These are skills which will transfer to any career or endeavor they pursue in their adult life.

Educational research demonstrates the positive impact of the use of technology in the classroom. Technology provides educational opportunities previously unimagined and impossible. The Bloom's Taxonomy chart illustrates the importance of higher level thinking and performance, which is enhanced through the use of technology. The SAMR model illustrates how the use of technology can dramatically change performance and educational experience for our students, giving them an advantage as they move on toward college, trade school, or a career.



Bloom's Taxonomy

Schools have always focused on 'Remembering' and 'Understanding.' These skills are critical, however it is important for students to be able to apply, analyze and evaluate the information they receive, and finally to use it to create. The use of technology facilitates development and practice of the higher level thinking skills, allowing students to create authentic artifacts of their learning.



SAMR Model

This model illustrates that, with technology, we can totally redefine education, providing experience and opportunities for the development of the skills our student will need as they move toward establishing their careers and become successful adults competing in the workforce.

Through the use of technology and our 1:1 program we will:

- Teach students discernment and the ethical use of technology.
- Improve the quality of student learning and academic achievement.
- Provide greater access to educational opportunities, formative assessments, and differentiated instruction.
- Providing students with access to anytime, anywhere, any pace, anyplace learning.
- Improve communication and widen our sense of community by expanding the way teachers, students, and parents are able to interact with each other.
- Equip students to be lifelong learners.



By allowing students to take their iPad home, families assume some risk. Parents/Guardians will be responsible for the full \$500 replacement/repair cost for the iPad in the event of **theft, loss or damage due to neglect, intentional abuse or misuse** as described in the three different 1:1 Options. Mechanical failure of the device is not the responsibility of the family. Families are to select from one of the following options:

Option 1: No district coverage

Families agree to be responsible for **up to the full cost** of repair or replacement per incident of damage, which is \$500. Damage to the device is to be reported to the technology department immediately via the Student Ticket System. The district will perform or arrange for the repair or replacement of the device. Cords (\$20), chargers (\$20) and cases (\$20) also are the responsibility of families.

Option 2: Insurance Plan coverage

Families who select this option pay a **\$40 nonrefundable**, annual enrollment fee. Parents will be liable for an **increasing deductible (1st-\$0, 2nd-\$25, 3rd-\$50, 4th-\$100)** for repair or replacement of the iPad for each incident of damage.

Loss and theft are not covered by the insurance plan. If the iPad is lost, or stolen parents are responsible for the full replacement cost of the device. The district should be notified immediately if the iPad is lost or stolen. If the iPad is stolen, a police report should be filed immediately.

Excessive claims in the same school year, or failure to pay the repair deductible in a timely manner, will result in the student being assigned to Option 3 pending administrative review. **The school district reserves the right to cancel a student's insurance plan for multiple claims.**

Option 3: Parents opt out of the 1:1 take-home-program

Students will have access to the iPads at school. The iPads will be checked out and back in each day with the media center. The device shall remain at the school at all times. Standard disciplinary policy will be followed in the event of damage to the equipment, including the possibility of financial restitution for damage or loss. Students may enroll in the insurance plan for \$40.00 if they desire while remaining Option 3 without take home privileges.

If your student fails to check their iPad in at the end of the day and takes the iPad home under this option, parents become immediately liable for any loss, theft or damage to the device while not on school property, up to the full replacement cost of the device which is \$500.

NOT covered by any of the options listed above:

- cords (\$20), chargers (\$20), and case (\$20)
- loss (replacement cost of the iPad which is \$500)
- **Negligence and carelessness or intentional damage** to be determined by administration (up to the full \$500 replacement cost of the iPad)



Western School District

Student Use Expectations

Handling and care of iPad

To reduce the risk of damage to the iPad, and therefore the financial liability to you, it is important to handle the iPad with care. Listed here are the expectations of students in handling the iPad.

1. Keep iPad in its protective case.
2. Do not place objects on top of the iPad.
3. No food or drink around the iPad.
4. Never use chemicals or cleaning solutions to clean the iPad.
5. Avoid contact with objects which could scratch or crack the iPad screen.
6. Protect the iPad from extreme temperatures (Don't EVER leave it in a car for long period of time!).

Students and parents may opt to use a protective case other than the case provided by the district. Cases must be approved by your building administrator. Recommended cases, proven to be extremely durable and protective include Griffin's Survivor case and the OtterBox Defender case.

Power Management

Students are to be prepared to use their iPad in class by having it fully charged. Listed below are specific management techniques that can be used to ensure a student's iPad is functional throughout the entire school day.

1. Charge your iPad overnight, every night.
2. Shut down apps when not in use.
3. Turn off Bluetooth unless using a bluetooth keyboard or other accessory.
4. Reduce the screen brightness.
5. Turn off WiFi when not in use.
6. Set the iPad to sleep after a few minutes of inactivity.

Transportation of the iPad

Keep the iPad in the CLOSED (Use the elastic straps) protective case when traveling with the device. Transport the iPad in the closed case **and** inside a bookbag or backpack to and from home.

Monitoring and Supervision

Student use of iPads at home requires parental involvement and supervision. The district can and does monitor all student internet activity on the iPad. The internet is filtered both on and off campus. The iPad is assigned as a personal computing device and should be used solely by the student to which it is assigned. The assigned student will be held responsible for all activity, care, and use of their iPad.

For more information and answers to questions not covered here, please see the FAQ at www.wsd111.com/initiative/weebly.com



Equipment

Each student, 6th through 12th grade will have the following equipment checked out to them at the beginning of the school year:

- iPad 4
- Power supply and cable
- Protective case

The primary software on the iPad includes:

- Pages (desktop publishing)
- Keynote (presentations)
- Numbers (Spreadsheet)
- GarageBand (music and podcast creation)
- iMovie (videos and movies)
- Notability (Taking and creating notes, annotating PDFs)
- Web based services – Schoology, Google Apps, and other collaboration tools
- High School students may download other apps from the app store or Self Service as needed
- Middle School students may download additional apps from the Self Service app

Cloud Backup of student files

- Students **MUST** log into **iCloud** for automatic backups of Pages, Keynote, Numbers, and Notes documents. Be sure to turn on “use iCloud” for each app in settings.
- Students are to back up all other files not backed up by iCloud to their Google Drive account.

Training will be provided to all students to help them understand and setup the necessary accounts to perform successful backups.

Trouble Shooting

If an app or the iPad do not function as expected, there are some basic trouble shooting steps you should take.

1. First, restart the iPad. This resolves many issues.
2. If restarting does not help, reference the Troubleshooting Guide on our 1:1 Technology Initiative Website at: www.wsd1to1initiative.weebly.com.
3. Check the FAQs on that site or ask a classmate.

If you are unable to resolve your problem, follow these steps, in this order:

1. Submit a ticket to the Western Student Help Desk.
2. Bring your iPad to the media center at your building. If the iPad requires further hardware/software troubleshooting, a spare iPad will be issued to the student.



Western School District Technology Honor Code

Students are expected to apply the Western School District Technology Honor Code to all activities, including those involving the use of school computers, computer peripherals, and network, whether accessing them while on campus or off campus. Our hope is that technology will be one tool that can be used to “Encourage all students to dream, while preparing them to succeed as global citizens.” This Honor Code lays the foundation for the positive, honorable, use of technology.

Examples of the types of technology-related activities that affirm our Honor Code are listed below. Any questions about the application of the Honor Code to technology should be directed to your teacher, principal, building technology support person, or Director of Instructional Technology.

Using technology honorably includes:

1. Using computers, software, and other information resources to support learning, complete school assignments, and gain a better understanding of information technologies and their applications
2. Using the Internet to perform research related to academic and extracurricular school functions, and to communicate with scholars, students, teachers, and specialists outside of campus to improve knowledge and advance academic work
3. Providing appropriate attribution for any materials gathered using information technology, using all resources to the maximum degree allowed by Federal copyright laws
4. Using technology to collaborate with students and faculty in academic and extracurricular school functions
5. Seeking permission to record or photograph classroom presentations and activities
6. Respecting and encouraging each other online through words and media
7. Using appropriate and respectful language in online communications
8. Representing your own views, and not those of others, in any form of electronic communication
9. Owning your mistakes
10. Respecting the privacy of other computer accounts by using only your assigned accounts.
11. Respecting your personal contact information and that of others
12. Respecting the registration policies of age-restricted online services (e.g., Facebook, Twitter, iTunes)
13. Speaking with an adult you trust should you receive a message that is inappropriate or makes you feel uncomfortable
14. Protecting equipment (school-owned and loaned) from damage or theft
15. Supporting and respecting the school’s computer security systems

Violations of the above standards may result in the following consequences:

1. Being required to leave your iPad at school for a period of time (ex: weekends, every night).
2. Application of student technology acceptable use policy
3. Application of student handbook disciplinary process
4. Paying for damage to the iPad

I understand and agree to the provisions and conditions of this Honor Code. Both student and parent must sign and return this form to their school office.

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Parts of this code are used with permission granted on this blog: http://wiki.castilleja.org/groups/tech/wiki/ce29f/Technology_Honor_Code.html

Western School District
STUDENT/PARENT IPAD AGREEMENT 2016-2017

Student Name: Last _____ First _____

Parent Name: Last _____ First _____

Address: _____

Home Phone: _____ Work Phone: _____

Parent Email Address: _____

The Western School District one to one iPad program allows your child to take the iPad home. Taking the iPad home expands the learning day and allows students to complete projects started at school. However, by taking the iPad home, families assume some risk. Parents/Guardians will be responsible for replacement/repair in the event of theft, loss or damage due to intentional or unintentional abuse or misuse of the iPad.

Replacement cost for the iPad is \$500.

I have reviewed the iPad Handbook (available on the Middle School and High School home pages) for Students and Parents and understand the Rules and Guidelines for appropriate use:

- Goals
- Student Expectations
- Financial responsibilities
- Honor Code
- Equipment
- Student/Parent iPad Agreement

Terms of Agreement: The student is responsible at all times for the care and appropriate use of their assigned iPad. I understand that if my child violates the guidelines agreed to in the District Technology Honor Code or the rules and guidelines as explained in the iPad Handbook for Students and Parents, his/her privilege to take the iPad home may be restricted or removed and he/she may be subject to disciplinary action.

Please select one of the three options below:

____ **Option 1: Opt Out of District Coverage.** I understand that I am responsible for paying up to the full cost of \$500 towards replacement for loss, damage, or repair for my child's iPad, per incident, as determined by school administration.

____ **Option 2: Insurance Plan \$40.00.** I understand that I am responsible for paying the non-refundable enrollment fee of \$40.00. I am also required deductible per incident (1st-\$0, 2nd-\$25, 3rd-\$50, 4th-\$100) towards damage or repair of my child's iPad. (See complete details in the Student/Parent handbook.) **This plan does not cover loss or theft.**

____ **Option 3: Opt out of the 1:1 Take Home program.** I understand that my student will have access to the iPad at school, and that the device shall remain at school at all times. I understand standard disciplinary policy will be followed in the event of damage to the equipment, including the possibility of financial restitution for damage or loss. Students may enroll in the insurance plan for \$40.00 if they desire while remaining Option 3 without take home privileges.

By checking this box I indicate I wish to purchase the \$40 insurance plan for my option 3 student.

None of the options cover damage to the charger brick (\$20), charging cord (\$20), or case (\$20).

The iPad remains the property of Western School District. At the end of the school year or upon transfer from the district, parents and student agree to return the iPad to the school in the same condition it was issued to the student less reasonable wear.

Signatures:

Parent or Guardian Signature

Student Signature

Date