

William Cullen Bryant Technology Handbook



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Introduction

We are excited to provide an iPad for every William Cullen Bryant student. We believe having their own iPads will help individualize learning for our students. At the same time, students will be sharpening the technology skills that are now essential in nearly every aspect of life.

Your student's iPad will open a new world of learning possibilities.

It will also give your student -- and you -- important new responsibilities.

In the pages that follow, we introduce you to your student's new iPad, explain how to care for it, answer some questions you and your student may have, and list the most important rules for using it safely.

What is individualized learning?

Individualized learning is a process of discovering how each student learns best. Some students need to *hear* a lesson more than once. Others need to see the lesson. One student may be *ready* for an advanced lesson while another in the same grade needs to practice the basics..

Why provide an iPad for every student?

An iPad is a powerful technology device. When each student has an iPad just for his or her own use, the device can be personalized to meet individual interests and learning styles.

iPads include a camera, wireless internet, a word processor, and access to all sorts of easy-to-use software applications (known as "apps"). iPads also come with built-in features that make learning easy and enjoyable for everyone.

Receiving the iPad

The iPads are the property of CMSD and WCB School, and students will use them during the school day. Students and parents or guardians need to complete and submit all required paperwork before an iPad is assigned to a student. Students must earn the ability to use the device by completing the Digital Citizenship course and other classroom assessments for iPad readiness. iPads are the property of CMSD and WCB School. Students will not take devices home.

Returning the iPad

Each day students will follow classroom protocol to return their iPad and secure it in their homeroom. Students who graduate early, withdraw, transfer, or un-enroll from CMSD WCB School for any other reason must return the district iPad, case, power adapter, and cable in working condition on or before the date of withdrawal or a replacement fee will be assessed to the student/family.

iPad Basics

The iPad is a small computer with a glass screen. iPads are useful and sturdy -- when cared for properly. We have a lot to tell you about using and taking care of the iPad. Please read the pages that follow and be sure to contact your school with any questions you might have.

WHAT MAKES AN IPAD GO?

The iPad runs on an internal battery that can be recharged. Students may only use the Apple wall charger provided with your iPad or the charging stations in each room to charge the device. When fully charged the iPad battery will last for 9 hours.

CABLES AND CORDS

- Please be careful when you plug a cable or cord into your iPad. This will prevent damage to the device.
- Don't force a cable or plug into an iPad.
- Use only the district-provided Apple power adapter/charging station to charge the iPad.
- Do not write on or make any permanent marks on the cables or power adapter.

DOES THE IPAD COME WITH A CASE?

Yes. Your iPad comes with a case designed to protect the device during normal daily use. Please keep the iPad in the district-issued case at all times. Don't remove any district-provided stickers or labels on your iPad or its case. Also, don't add any writing, drawings, labels, stickers, or other artwork to your iPad or its case.

When the iPad is not being used, keep the case closed to preserve battery life and protect the screen.

HOW DO I CARE FOR THE SCREEN?

Be gentle with your iPad, and especially the screen. Do not:

- lean on the screen.
- stack books or other heavy objects on top of the iPad.
- hit the iPad against walls, doors, people, or other objects.
- place liquids in a book bag or backpack containing an iPad.
- use sharp objects on the screen -- it will scratch.
- use pens or pencils on the screen.
- place anything in the iPad case except the iPad.

To protect the screen while you are moving through the halls at school, carry the iPad in front of your body and avoid bumping into other students.

To clean the screen use a soft, lint-free cloth to wipe off the iPad.

In order to protect the device, do not eat or drink near the iPad. Devices need to be cleaned daily in homeroom, following the homeroom cleaning procedures.

WHAT DO I DO WITH THE IPAD WHEN I'M NOT USING IT?

Students in grades PreK-8 will store iPads in their classroom carts. Do not place anything on top of the iPad when it is not in use. Devices not in use should be locked up at all times. Devices are not to be brought into common spaces including the cafeteria, bathrooms, and playground.

Keeping the iPad Safe

An iPad is a valuable device and could be the target of theft. To make sure this doesn't happen:

- **NEVER LEAVE THE IPAD UNATTENDED.**
- Do not lend the iPad to another person. You are solely responsible for the care and security of your iPad.
- Each iPad has a unique identification number and district property control tag. **Do not remove the tags or modify the numbers.**

IS THE IPAD SAFE AT SCHOOL?

To prevent theft, never leave an iPad in an unsupervised area at school. Unsupervised areas include unlocked classrooms, computer labs, the library/media center, lunchroom, restrooms, hallways, or anywhere on the school grounds, including playgrounds.

Don't leave an iPad on the floor or ground, even if it is in a bag or backpack. It could be stepped on and damaged.

Each room is equipped with a locked storage cart or charging station for devices when they are not in use. Any device can be "bricked" so that they are not able to be accessed off of school property. "Bricked devices are unable to be unlocked or used in any capacity. All devices are connected to one network with tracking devices to ensure that any stolen device can be recovered. Storage carts and charging stations will be secured and bolted to the walls.

IS THE INFORMATION ON MY IPAD SAFE?

Digital identifications, email addresses, and the usernames and passwords for online systems and accounts, are for the student's use only and should remain confidential. Never share your username and password with others and do not use another person's username and password. This information is a part of the Common Sense Media Digital Citizenship course.

Using the iPad at School

HOW WILL I SAVE THE WORK I DO ON MY IPAD?

For documents, and other forms of school work students can email documents to themselves, or upload the files to Apps, or an online digital portfolio for storage. Storage space will be available on the iPad, but it will NOT be backed up. It is your responsibility to ensure that work is not lost if your iPad breaks or if you accidentally delete something. iPad malfunctions are not an acceptable excuse for not submitting work.

WHAT IF THE IPAD IS BEING REPAIRED OR DAMAGED?

Students may receive a replacement iPad when their assigned device is being repaired.

Assignment of replacement devices is determined by the teacher and administrators based on the circumstances of damage. For example a student who intentionally destroys or tampers with the device will not be provided a replacement device during repair. Families may also be responsible for the cost of the repair. If there is a delay in assigning a replacement device, the teacher will allow the student to complete required coursework without an iPad.

I HAVE MY OWN DEVICE. DO I HAVE TO USE THE SCHOOL'S IPAD?

Yes. Students are required to use a school-issued iPad because of the instructional materials that will be loaded on the devices for classroom learning.

Apps on the iPad

DISTRICT-OWNED APPS

The apps that the district provides for students on the iPad must be easily accessible at all times. The district may remove or modify apps on the student devices at any time. All APPS are pushed out to students by WCB Staff.

CAN I DOWNLOAD MY OWN APPS?

Students will not be allowed to download or purchase apps on their devices. If a student has a suggestion for an App within their classroom, they can discuss this with the teacher or administrator. Then if it is approved by both the teacher and administrator it will be pushed onto the device. Downloading apps is disabled on these devices.

WCB Approved APPS

WCB has provided access to many apps on individual devices. These apps are approved based on the following factors:

- Provide a rich, engaging learning experience.
- Are appropriate for a PreK-8 school environment.
- Have controls and navigation that are user-friendly

SOFTWARE AND OPERATING SYSTEM UPDATES

Occasionally, apps and the operating system require updates to keep the iPad and apps functioning properly and securely. Students are expected to follow district directions on installing any app and operating system updates.

IPAD CONTENT IS NOT PRIVATE

iPads are the property of CMSD and WCB School. Staff members can access the internet history, photos, and other information on the iPad at any time. Students are required to follow all directives of staff to show or give their device. Students that violate the rights and responsibilities of the CMSD student code of conduct are subject to disciplinary action and loss of iPad privileges.

UNAUTHORIZED MODIFICATIONS TO THE OPERATING SYSTEM; HACKED IPADS/APPROPRIATE USE

All CMSD/WCB iPads are monitored remotely on a regular basis to ensure that security settings have not been changed or deleted and that devices are being appropriately used. If a student has accessed the internal parts of the iPad, installed an app that changes device settings, or manually changed the settings, he or she will be assigned behavior consequences in accordance with this document and the Rights and Responsibilities in the CMSD Student Code of Conduct. Students that access inappropriate content or do not follow the directives of the teacher will also be subject to consequences as outlined in this handbook or the CMSD Student Code of Conduct.

Pictures, Content and Data

CAMERAS AND MICROPHONES

The iPad has cameras on the front and back and a built-in microphone, so students can take pictures and record audio and video. All recordings and pictures created with the iPad are subject to CMSD and WCB School policies as well as state and federal laws. Only take photographs or record audio or video during the school day if a teacher or administrator tells you to do it for schoolwork. Never photograph, record video, or create an audio recording of another person without that person's knowledge or permission.

- **Use of electronic devices and cameras are strictly prohibited in bathrooms.**
- Do not use the camera to take inappropriate or sexually explicit photos or videos.
- Do not use the camera to take pictures or share the personal information of yourself or another individual.

- Do not use the camera or microphones to embarrass, bully, or harass anyone in any way, including students, staff or other individuals.
- Do not e-mail, post to the internet, or electronically send images, video, or audio recordings of other individuals unless directed by staff to do so.
- No information should be published on social media without permission from teacher.

LOCK SCREEN AND BACKGROUND PHOTOS

All content, photos, and data on the iPad must be in compliance with the guidelines in the CMSD Technology Acceptable Use policy for students, the CMSD Student Code of Conduct and the WCB parent handbook. If you upload photos for the lock screen or home screen that are pornographic, sexually explicit, or gang-related, or that contain inappropriate language or references to guns, other weapons, alcohol, drugs, or gambling, you will receive disciplinary action in accordance with the Student Code of Conduct.

SOUND, MUSIC AND GAMES

The sound on your iPad must be muted at all times unless your teacher tells you it is okay to turn the sound on for a class activity. You may purchase your own headphones for use, WCB and CMSD do not assume responsibility for these accessories. If the provided set of headphones/earbuds are lost and/or damaged it is your responsibility to replace them. Students are not to put their own music on the iPad.

Expectations for Using the iPad

iPads can be a wonderful educational tool. CMSD and WCB School is proud to be able to provide each student an iPad for use at school. Responsibilities come with the privilege of iPad use, and some uses are not allowed.

RESPONSIBLE USE

PARENTS SHOULD SET EXPECTATIONS

Set and communicate clear expectations for your child's use of the iPad. The Common Sense Media Family Agreement provides an age-appropriate checklist that can be used to guide conversations with your child about responsible use of media and technology. This is available at <http://goo.gl/Q9Ysbu>.

Students may use district technology resources to create files and projects for school-related work, research, and college and career planning.

Students will:

- Follow all district and classroom policies, procedures and guidelines when using technology.
- Keep usernames and passwords private.

- Treat others with respect and use appropriate language in all electronic interactions with others.
- Immediately tell a teacher or other adult staff member if they receive an electronic comment or communication that makes them feel uncomfortable, or if they accidentally access inappropriate materials, pictures, video, or websites.
- Respect the work and intellectual property rights of others, and will not intentionally copy, damage, or delete another user's work. Students will properly cite their sources when they use someone's information, pictures, media, or other work in their own projects and assignments.
- Respect the privacy of others. Students will limit all in-school photography, video and audio recording to educational use.

UNACCEPTABLE BEHAVIOR AND USES

Students may not use district technology resources to:

- Find, create, or send information to spread lies or misinformation; or harass, harm, or bully others.
- Gain unauthorized or inappropriate access to district technology resources.
- Use, retrieve, store, or send improper language, pictures, or other digital content.
- Cheat, including getting or giving answers to tests; searching for and/or copying answers or information on the internet or other electronic resources; copying and submitting someone else's information or assignment as their own; or conducting other similar forms of electronic cheating.
- Violate copyright or licensing agreements.
- Access inappropriate or blocked resources in any manner
- Share or post any personally-identifiable information about themselves or others that could help someone locate or contact them. This includes such things as e-mail address, full name, home or school address, phone number, parent or guardian names, or school name.
- Modify the operating system, add restrictions, remove security profiles, or vandalize district technology resources.
- Install any apps other than those authorized by CMSD and WCB

Damaged, Lost or Stolen iPads and Accessories

DAMAGED DEVICES AND TECHNICAL PROBLEMS

Do not attempt to gain access to internal electronics or repair your iPad.

If the iPad fails to work or is damaged, contact your teacher or school staff to report the problem to the Service Desk immediately. iPad repair/replacement options will be determined by the Service Desk staff.

LOST OR STOLEN IPADS AND ACCESSORIES

If the iPad is lost or stolen, report it to the teacher **immediately**. School staff will assist you with submitting a report. The iPad is your responsibility. You may be responsible for the cost of repair or the replacement device.

Students who graduate early, withdraw, transfer, are expelled, or who terminate enrollment in CMSD and WCB School for any reason must return the district iPad, case, power adapter, and cable in working condition to their homeroom teacher on or before the date of withdrawal. Failure to return district property or pay for lost, stolen, or damaged equipment may result in legal action per Ohio Revised Code 3109.09

If the iPad, case, charger, and/or earbuds/headphones are lost, students and families may be held responsible for providing an Apple brand replacement or paying the replacement cost.

Consequences for Inappropriate Behavior Involving iPads

The CMSD Student Code of Conduct, CMSD Technology Acceptable use Policy for students and WCB Family Handbook provide guidelines for interventions and consequences when students behave inappropriately. These guidelines also apply to incidents involving iPads.

All students have the opportunity to use an iPad in support of personalized learning during school hours. Students who use their iPads in ways that are not aligned to CMSD and WCB School guidelines will have their iPad privileges restricted and may face other consequences relevant to the situation, including additional instruction in appropriate iPad use or restrictions for use.

According to the CMSD Student Code of Conduct Handbook, the unacceptable use of the district technology resources, including e-mail and the Internet, may result in one or more of the following consequences: loss of device privileges, discipline under applicable district policies and procedures, or civil or criminal liability under applicable laws.

Level 1 Violations

Level 1 intervention will generally be addressed by school staff members when a student has minimal or no prior violations. The staff's response teaches correct, alternative behavior so students can learn and demonstrate safe and respectful behavior.

Examples of level 1 iPad violations include but are not limited to:

- being off-task, using apps other than what the learning activity requires;
- treating iPads carelessly;
- using the camera to take another's picture without their permission;
- airdropping material without permission;
- accessing the classroom Apple TV; or
- cheating or plagiarizing by using the work of others accessed digitally.

Level 2 Violations

Level 2 violations will generally result in interventions or disciplinary responses that involve the school administration. These actions aim to correct behavior by stressing the seriousness of the

behavior while keeping the student in school. *Note: A severe occurrence or repeated instances of a violation may be treated as a violation at a higher level.*

Examples of level 2 iPad violations include but are not limited to:

- repeated violation following a previous intervention;
- sending or posting inappropriate or harmful text or images;
 - making unauthorized modifications to the iPad operating system.

Level 3 Violations

Level 3 violations may result in a suspension from school for part of a day or an entire school day. *Note: A severe occurrence or repeated instances of a violation may be treated as a violation at a higher level.*

Examples of level 3 iPad violations include but are not limited to:

- intentional damage to any iPad;
- repeatedly using an iPad to bully,
- cheating; or
- other actions which violate the district technology acceptable use policy.

Level 4 Violations

Level 4 violations will result in the suspension of a student and possible notification of the police.. *Note: A severe occurrence or repeated instances of a violation may be treated as a violation at a higher level.*

An example of a level 4 iPad violation is willful access and damage to district technology system or records, theft, or any other offense when committed by an adult would be considered criminal.

Consequences for lost, stolen, or intentional damage to an iPad

When a student's iPad is lost, stolen, or willfully damaged, the consequences include loss of iPad use and additional instruction in appropriate iPad use or disciplinary action. These consequences will be applied in cases of broken screens caused by intentionally throwing or dropping the device; swinging a bag or backpack with a device inside; stepping on the device; intentionally spilling a liquid on the device; hitting another person or object with the device; damage caused to a device that was not in the district-issued case; tampering with the internal components of the iPad; or making unauthorized modifications to the operating system, known as hacking the device. It also includes the loss or damage to the Lightning-to-USB cable, 12W power adapter, and case.

Consequences for not returning an iPad, iPad accessories, or returning damaged items

If a student fails to return the iPad at the end of the school day, or upon withdrawal, the student's family may be held liable for the full replacement cost of the iPad in accordance with Ohio Revised Code 3109.09 and 2909.05 and this handbook. You must return the district-provided power adapter and Lightning-to-USB cable when you return your iPad. Failure to return the iPad, case, cord, and/or charger, or returning any of these items in a damaged condition may result in a fine.

Other Resources

DISTRICT POLICIES ABOUT TECHNOLOGY

CMSD and WCB School provides access to district technology resources for educational purposes. This access may be taken away at any time for abusive or inappropriate conduct related to the use of district technology resources.

Failure to comply with the policies or guidelines in this document for care and use of the iPad may result in the loss of iPad privileges. All use must comply with the following policies:

- Ohio Revised Code 2909.05
- Ohio Revised Code 3109.09
- Ohio Revised Code 3313.66
- Cleveland Metropolitan School District Technology Acceptable Use Policy for Student
- Cleveland Metropolitan School District Student Code of Conduct and Student Rights and Responsibilities
- WCB Apple Device Contract
- WCB Technology Handbook

The iPad is the property of CMSD and William Cullen Bryant Elementary School and as a result may be seized and reviewed at any time.

SOURCES CONSULTED

During the creation of this handbook, CMSD and William Cullen Bryant consulted websites, handbooks, and staff from the following districts:

CMSD Orchard School
St. Paul Public School
Becker Public Schools
Farmington Area Public Schools
Hopkins Schools
Minneapolis Public Schools
Minnetonka Public Schools
South Washington County Schools
Spring Lake Park Schools