

Porter Lakes Elementary School

Digital 1:1 Initiative
General Information
Presentation



Students are responsible for the general care of the iPad they have been issued by the school. The iPads that become broken or fail to work properly must be taken to the Porter Lakes office as soon as possible so that the PTSC Tech Team can be notified immediately and take care of the situation.

District-owned iPads should never be taken to an outside computer service for any type of repairs or maintenance.

General Precautions

- ▶ No food or drink should be next to iPads.
- ▶ iPads must remain free of any writing, drawing, stickers or labels.
- ▶ Heavy objects should never be placed on the iPad.
- ▶ Cords, cables and removable storage devices must be inserted carefully into iPads.
- ▶ iPads should not be used or stored near pets.
- ▶ iPads should not be used with the power cord plugged in when the cord may be a tripping hazard.

iPad Cases

- Each student will have a case issued with their assigned iPad
- The protective case MUST be kept on your assigned iPad.
- THE IPAD MUST LEAVE THE BUILDING IN A PROTECTIVE CASE !



Transporting iPads

- Always transport iPads with care and in PTSC-issued or approved cases.
- Failure to do so may result in disciplinary action.

Screen Care

- ▶ Do not put pressure on the top of an iPad.
- ▶ Do not place anything in the protective case that will press against the cover.
- ▶ Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

The iPad screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents and other liquids. The screens are particularly sensitive to damage from excessive pressure.

Asset Tags

- ▶ All iPads will be labeled with a PTSC asset tag.
- ▶ Asset tags may not be modified or tampered with in any way.
- ▶ Students may be charged up to the full replacement cost of an iPad for tampering with a PTSC asset tag or turning in an iPad with out a PTSC asset tag.

Charging iPads

- ▶ iPads must be brought to school each day with a full charge.
- ▶ Students should charge their iPads at home every evening.

Backgrounds and Themes

- ▶ Inappropriate media may not be used as iPad backgrounds and themes. The presence of such media will result in disciplinary action.

Sound

- ▶ Sound must be muted at all times unless permission is obtained from a teacher.
- ▶ Headphones may be used in class at the discretion of the teachers.
- ▶ Students should have their own personal set of headphones for sanitary reasons.

Managing and Saving Your Digital Work With an iPad

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the iPad's hard drive.
- Students should always remember to save frequently when working with digital media.
- The district will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

Using Your iPad Outside of School

- ▶ **Students are encouraged to use their iPads at home and other locations outside of school. A WiFi Internet connection will be required for the majority of iPad use, however, some applications can be used while not connected to the Internet.**
- ▶ **Students are bound by the PTSC Responsible Use Policy, Administrative Procedures, iPad agreement and all other guidelines in this document wherever they use their iPads.**

Operating System and Security

- ▶ Students may not use or install (jailbreak) any operating system on their iPad other than the current version of Apple iOS.

Updates

- ▶ The iPad operating system, Apple iOS, will not automatically update, but will prompt for the updates. Students will be able to update the iPad at this time.

Virus Protection

- ▶ iPads use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- ▶ There is no need for additional virus protection.

iPad Identification

►Records:

The district will maintain a log of all iPads that includes the iPad serial number, asset tag code, name and ID number of the student assigned to the device.

►Users:

Each student will be assigned the same iPad for the duration of his/her time at Porter Lakes Elementary School. *Take good care of it!*

Repairing/Replacing Your iPad

- ✦ All iPads in need of repair must be brought to the Media Center.
- ✦ The iPad will be analyzed and the Technology Department will be notified immediately.

Vendor Warranty

- ▶ iPads include a one year hardware warranty from the vendor.
- ▶ The vendor warrants the iPad from defects in materials and workmanship.
- ▶ The limited warranty covers normal use, mechanical breakdown and faulty construction. The vendor will provide normal replacement parts necessary to repair the iPad or, if required, an iPad replacement.
- ▶ The vendor warranty does not warrant against damage caused by misuse, abuse or accidents.
- ▶ All repair work must be reported to the Media Center

Damaged iPad

- **ALL iPads MUST BE KEPT IN AN APPROVED CASE AT ALL TIMES.** The majority of damaged iPads that we receive are cracked screens as a result of dropping the device. Securing the iPad in a case at all times will greatly increase the odds of not damaging the device if dropped. Any damage caused to an iPad not in a case will result in the student incurring the full cost of the repairs. Students found with their iPads not in a case will be documented and may be fully responsible for any future damage.

Lost, Stolen, Non-Repairable Damage

- If your iPad is lost, stolen, or damaged beyond repair as a result of irresponsible behavior, the student may be held responsible for the full replacement cost of **\$374.00**. Examples of irresponsible behaviors include, but are not limited to, intentionally damaging the device, jail breaking the device, leaving the device unattended, leaving the device in an unsecured area or unlocked vehicle. You will be held responsible for the full replacement cost of the device should it be stolen, lost, or damaged as a result of these types of behavior.

Accidental Damage To iPad

- **Any damage to your iPad must be reported to school authorities immediately to avoid further damage to the device.** Students not reporting the damage immediately will be held responsible for the entire cost of repairing the device. Should it be determined that the damage to your iPad was accidental, and the iPad was properly secured in an approved case, the following process will take place.
- **First Accidental Damage Claim:** \$50.00 Deductible
- Student will be issued a loaner iPad while their device is repaired. Student pays a \$50.00 deductible and PTSC will cover the remaining cost of the repair.
- **First Accidental Damage Claim (Screen Break):** \$100.00 Deductible
- Student will be issued a loaner iPad while their device is repaired. Student pays a \$100.00 deductible and PTSC will cover the remaining cost of the repair.
- **All Further Accidental Damage Claims For Current School Year:**
- Student will be issued a loaner iPad while the device is repaired. Student is responsible for the full cost of the repair or full cost of replacement (\$374.00) should the device be unrepairable. Repeated accidental damage claims may result in iPad restrictions or lose of take home privileges. (See table of estimated repair costs)

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of an iPad, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor and record use of student iPads at any time for any reason related to the operation of the District. By using an iPad, students agree to such access, monitoring and recording of their use.

Monitoring Software

Teachers, school administrators and technology department staff may use monitoring software that allows them to view the screens and activity on student iPads.

Appropriate Uses and Digital Citizenship

School-issued iPads should be used for educational purposes and students are to adhere to the *Responsible Use Policy* and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself

I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images and other media that I post online. I will carefully consider what personal information about my life, experiences or relationships I post. I will not be obscene. I will act with integrity.

2. Protect Yourself

I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts and resources.

3. Respect Others

I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist or inappropriate. I will not enter other people's private spaces or areas.

4. Protect Others

I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

5. Respect Intellectual Property

I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

6. Protect Intellectual Property

I will request to use the software and media others produce. I will purchase, license and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

iPad Policies

Students at Porter Lakes Elementary School will be issued iPads for use in school and at home. These following slides provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments and being a good digital citizen.

Students and their parents/guardians are responsible for reviewing the iPad Policies and Responsible Use guidelines.

Ownership of the iPad

Porter Lakes Elementary School and/or Porter Township School Corporation retain sole right of possession of the iPad. The iPads are RENTED to the students for educational purposes for the academic year. Moreover, Porter Lakes Elementary School administrative staff and faculty retain the right to collect and/or inspect iPads at any time, including via electronic remote access and to alter, add, delete installed software or hardware.

Responsibility for the iPad

Students are solely responsible for the iPads issued to them and must adhere to the following:

- ▶ must comply with the Responsible Use Guidelines and all policies of the school corporation when using their iPads.
- ▶ must bring their iPads to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action.
Note: A fully charged iPad should last 6.5 hours charged.
- ▶ must treat their device with care and never leave it in an unsecured location.
- ▶ must keep their device in a protective case at all times

- must promptly report any problems with their iPad to tech support.
- may NOT remove or interfere with the serial number and other identification.
- may not attempt to remove or change the physical structure of the iPad, including the keys, screen cover or plastic casing.
- may not attempt to install or run any operating system on the iPad other than the Apple iOS operating system supported by the school.
 - ▶ must keep their device clean and must not touch the screen with anything (e.g., pen, pencil, etc..) other than approved computer screen cleaners.

Responsibility for Electronic Data

The students are solely responsible for any apps or extensions on their iPad that are not installed by a member of the school staff. Students are responsible for backing up their data to protect from loss. Users of school technology have no rights, ownership or expectations of privacy to any data that is, or was, stored on the iPad, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images, programs, music and video. Downloading, sharing and posting online illegally obtained media is against the Responsible Use Policy.

Spare Equipment and Lending

If a student's iPad is inoperable, the school has a limited number of spare devices for use while the student's iPad is repaired or replaced. This agreement remains in effect for loaner computers. The student may not OPT to keep an inoperable iPad to avoid doing class work due to loss or damage. If a student does not bring his/her iPad to school, the student may be required to borrow a device from the school based on the direction from his/her teacher. Disciplinary action may result for failure to bring a fully charged iPad to school.

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INSURANCE

The school will repair or replace damaged equipment resulting from normal use, but there is a \$50 deductible for those occurrences that is the responsibility of the student. The student should expect to be charged for damage outside the normal use of the device.

Any unauthorized alteration on the device will also void the warranty and this will result in the students being responsible for that cost.

- ▶The replacement cost of the iPad is \$374.00.
- ▶The \$50.00 deductible is the responsibility of the student.

Loss or theft of the device is also the student's responsibility and will result in the student being charged the full price of the iPad.

Responsible Use Guidelines

Porter Lakes Elementary School believes that access to technology should be given to students when they act in a responsible, efficient, courteous, and legal manner supporting the district's mission, goals and student initiatives.

The mission of the Porter Lakes Elementary School 1:1 Digital Learning Initiative is to use technology effectively to increase student engagement thereby increasing student achievement in all areas. All students will be immersed in a technology rich environment, which motivates, engages and challenges students to learn 21st century skills, as it will be an integral part of virtually every aspect of daily life.

It is important that users understand their responsibilities and conduct themselves as responsible learners at all times. Responsible uses of technology are devoted to activities that support teaching learning. The following statements represent the students' agreement about the responsible use of technology.

I will:

- ▶ Bring my iPad to school fully charged each day.
- ▶ Keep private information private. (My password and identity are mine and not to be shared with anyone other than my parent/guardian).
- ▶ Treat others with respect, both online and offline.
- ▶ Strive to be a responsible digital citizen.
- ▶ Encourage others to be a good digital citizens.
- ▶ Use computers for school-related purposes during school hours.
- ▶ Credit my sources when I am using other people's information, images or other material.
- ▶ Respect the work of other students and not copy, alter or otherwise damage work that is not mine.
- ▶ Follow PLE policies, rules and regulations.
- ▶ Take care of technology equipment.
- ▶ Notify an adult immediately if I violate the Responsibility Use Policy.

I will not:

- ▶Read another student's private communications and schoolwork without permission.
- ▶Use improper language or pictures.
- ▶Use any form of electronic communication to harass, intimidate, ridicule or otherwise harm others.
- ▶Pretend to be someone else online.
- ▶Give out my full name, address or other personal information to someone I don't know.
- ▶Give out names, addresses or any other personal information of others.
- ▶Take pictures and/or record audio/video without the consent of that student or staff member.
- ▶Search for, possess, read, view or copy inappropriate pictures or information.
- ▶Damage, change or tamper with the hardware or network in any way.
- ▶Decorate the iPad with stickers, writing or other markings.

I understand:

- ▶My work can be lost and I should be careful to backup important work.
- ▶The Internet and PTSC technology may not work at all times.
- ▶Not all content available on the Internet is true.
- ▶It is my responsibility to validate information or research on the Internet.
- ▶The use of the Internet provided by PLE is a privilege and not a right.
- ▶The full use of the iPad is a privilege and not a right
- ▶The iPad is the sole property of PLE.
- ▶School personnel have full authority over the iPad

Consequences for misuse:

- ✦ School administrators may revoke the use of iPad features due to my poor performance in academics, attendance and/or behavior.
- ✦ I may be disciplined at school up to and including suspension or expulsion if I act irresponsibly.

The Board of School Trustees of the Porter Township School Corporation recognizes the importance of technology education and computer access in preparing students. While the district's intent is to make Internet access available in order to further educational goals and is appropriate to the education of our students; consequently, administration shall develop an agreement for the use of external networks which shall specify guidelines to help ensure appropriate utilization by student and staff members. Additionally, it is the intention of this policy to have student Internet activities monitored by the school corporation to ensure students are not accessing inappropriate sites. Each school corporation computer with internet access, an available to students, will have a filtering device or software that blocks and/or monitors access to visual depictions that are obscene, pornographic, inappropriate for students or harmful to minors. All staff members and students will be expected to sign the agreement before using an external network. The Provision of this policy and the content of the accompanying exhibit are subordinate to local, state and federal statute.

Porter Township School Corporation firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

Thank You and remember:

Every Student. Every Day.

To Their **Fullest Potential**