



Park View School
2019-2020

iPad One-to-One Personal Learning Initiative

Student/Parent Handbook
Policies, Procedures and Information

As of:
September 2019

Introduction

The focus of this One-to-One Personal Learning Initiative is to provide tools and resources to the 21st Century learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. According to studies and school reports, students who use a computing device in a one-to-one educational environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas. Increasing access to technology is essential for that future, and one learning tool for these 21st Century students is the Apple iPad tablet computer (herein called "iPad"). The personalized, mobile, and individual use of an iPad is a way to empower students to maximize their full potential and to prepare them for high school, college, and the workplace. The iPad is a next generation device that makes learning more engaging and accessible.

Learning happens from a continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. Effective teaching and learning with iPads integrate technology into the curriculum anytime, anyplace.

1.0 General Information

The policies, procedures and information within this document apply to all student iPad tablet computers used by students enrolled in Morton Grove School District 70, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

1.1 Receiving the iPad

iPads will be distributed during the first few months of the school year. Parents and students must review the *One-to-One iPad Personal Learning Initiative: Student/Parent iPad Handbook, Policies, Procedures and Information* and sign and return the attached *Student and Parent Agreement for iPad Use* before the iPad can be issued to the student. Students must have a school-related iTunes account to manage digital resources. This school-related iTunes account must only be used with this District-issued iPad.

1.2 Returning the iPad

iPads with accessories will be returned to Park View during the final week of each school year as facilitated by the student's homeroom teacher. If a student transfers out of Morton Grove School District 70 during the school year, the iPad will be returned to the school office prior to the student's transfer. Students who withdraw, are expelled, or terminate enrollment at Park View School for any other reason must return their District-issued iPad with accessories on the date of termination to the school office.

1.3 Failure to Return iPad

If a student fails to return the iPad and/or its accessories at the end of the school year or upon termination of enrollment at Park View School, that student/parents will be subject to criminal prosecution or civil liability. Failure to return the iPad at the end of the school year or upon termination of enrollment is not covered under the District Protection Plan and will result in a theft report being filed with the Morton Grove Police Department.

2.0 Care of the iPad

The iPad is school property and all users will follow this handbook and the Park View School 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 the Park View School Technology Department for an evaluation of the equipment.

2.1 General Precautions

- Only use a clean, soft cloth to clean the screen; no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of Park View School
- iPads should never be dropped, tossed, or stepped on.
- iPads should not be left in places of extreme temperatures or limited ventilation (e.g., in a car).
- iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day.

2.2 Carrying iPads

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

- iPads should always be within the protective carrying case when transported.
- The protective carrying case provided can hold other flat objects (such as paper, notepads or notecards), but should not be used to carry objects that will place too much pressure and weight on the iPad screen.

2.3 Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- 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.
- Do not place anything in the carrying case that will press against the iPad screen.
- Clean the screen with a soft, dry cloth or anti-static cloth. No cleaning fluids are necessary.
- Do not bump the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

2.4 School-related iTunes Account

This District-issued iPad must only be associated with the school-related iTunes account under the student's parent/guardian supervision and permission. If the iPad is synced to a computer at home, the District-issued iPad must remain associated to the school-related iTunes account. All apps and other digital content must be installed and managed only through the school-related iTunes account.

3.0 Using the iPad at School

The iPad is 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 tablet. Students are responsible for bringing their iPads to all classes unless specifically instructed not to do so by their teacher.

3.1 iPad Undergoing Repair

Loaner iPads may be issued to students when they leave their iPads for repair in the Technology department. There may be a delay in checking out a loaner iPad depending on the amount of iPads being repaired.

3.2 Charging your iPad's Battery

iPads must be brought to school each day in a fully charged condition. Students need to charge the iPads every evening. Chargers should be left at home and not come to school.

3.3 Wallpaper/Background photos

Inappropriate media may not be used as a wallpaper or background photo. Inappropriate media includes, but is not limited to the following: the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures. If inappropriate media is used, it will result in disciplinary actions. A password to lock the screen is not to be used.

3.4 Sound, Music, Games, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Music is allowed on the iPad and can be used at the discretion of the teacher. Music on District-issued iPads can only be purchased through the school-related iTunes account. Game apps (including Internet ones) are not allowed on the iPads. If game apps are installed, it will be at the discretion and guidance of a Park View School staff member. All District-provided software/apps must be installed and available on the iPad at all times. Data storage will be through apps on the iPad and through Park View Schools Google Docs for Education accounts.

3.5 Printing

Printing is available with the iPad on a very limited basis. Printing at home would require a specific make/model printer at this time, proper settings on the iPad, capable iPad apps, and/or certain applications on the home computer.

3.6 Home Internet Access

Students are allowed to set up home wireless networks on their iPads. It is incumbent upon the parents to monitor and manage student Internet activity while at home. It is the prerogative of the parents/guardians to limit or restrict iPad or Internet use at home. The iPad will be filtered at home under the same rules as it is at school.

4.0 Managing Your Files and Saving Your Work

4.1 Saving to the iPad/PV70 Network Resources

Students may save work directly on the iPad. It is recommended that students also save documents to their PV70 Google Docs for Education account. In addition, students are able to email documents to themselves and/or 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 school work.

4.2 Network Connectivity

Morton Grove School District 70 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.

5.0 Software on iPads

5.1 Originally Installed Software/Apps

The software/apps originally distributed by Morton Grove School District 70 must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software/apps for use in a particular course. Periodic checks of iPads will be made to ensure that students have not removed required apps or added apps that are not authorized by the school.

5.2 Additional Software

Students are not allowed to load extra software apps on their iPads unless approved by or otherwise directed to do so by their teachers or school staff. Morton Grove School District 70 will facilitate the distribution of apps required on the iPads. Students will not add non-PV70 apps to their assigned iPad without prior approval. Students are not allowed to sync iPads to personal (not school-related) iTunes accounts. Students can, however, sync all apps and media through their school-related iTunes accounts.

5.3 Inspection

Students may be selected at random to provide their iPads for inspection and ensure they are in compliance with the *One-to-One iPad Personal Learning Initiative: Student/Parent iPad Handbook, Policies, Procedures and Information*.

5.4 Procedure for Re-loading Software

If technical difficulties occur, illegal software has been installed, "jailbreaking"¹ has been attempted, or non-PV70 apps are discovered, the iPad will be restored to factory state. The student and parent must work in conjunction with Park View technology support staff to re-establish any district-owned apps through the school-related iTunes account. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format. Violations will be addressed as outlined in this handbook.

5.5 Software Upgrades

¹ "Jailbreaking" the iPad means installing software or programs that remove default restrictions imposed on the device by Apple and/or the District.

Upgrade versions of licensed software/apps are available from time to time. Students will be required to update their iPads through their school-related iTunes account.

6.0 Appropriate Use of the iPad

6.1 Statement of Responsibility

The use of Morton Grove School District 70's technology equipment and network is a privilege, not a right. The privilege of using the technology resources provided by Morton Grove School District 70 is not transferrable or extensible by a student to people or groups outside the district and terminates when a student is no longer enrolled in Morton Grove School District 70. This handbook is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of the iPad tablet computer. If a person violates any of the Policies, Procedures and Information named in this handbook, privileges may be terminated, access to the District's technology resources may be denied, and the appropriate disciplinary action shall be applied. The Morton Grove School District 70's Student Conduct and Discipline policy shall be applied to student infractions.

The act of jailbreaking an iPad computer voids any warranty and is in strict violation of Appropriate Use of the iPad and the guidelines in this handbook. iPad privileges will be terminated and appropriate disciplinary action shall be applied if a student/parent engages in such misconduct.

Internet access is available on every computer with network access in Morton Grove School District 70. 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 on the network may be subject to review by network or school administration.

The user is responsible for what he/she says and does with the computer device and 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.

6.2 Parent/Guardian Responsibilities

- 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.
- Monitor your student's Internet activity and instruct your student on proper digital citizenship.
- Monitor your student's iTunes account activity (apps downloads, podcasts, etc.).
- Help your student maintain the iPad as a personal learning tool in the pursuit of academic success.

6.3 School Responsibilities

- Provide Internet and Email access to its students.
- Provide Internet filtering of inappropriate materials as able.
- Provide network data storage areas. Morton Grove School District 70 reserves the right to review, monitor, and restrict information stored on or transmitted via Morton Grove School District 70's owned-equipment and the network 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.

6.4 Student Responsibilities

- Use computers/devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to the iPad as outlined in this document, the attached *Student and Parent Agreement for iPad Use*, as well as all technology resources and network use according to the Morton Grove School District 70's *Acceptable Use Policy* and *Access to Electronic Networks Policy*. These documents must be signed by students and their parents each year as part of this agreement.
- Use all technology resources in an appropriate manner so as not to damage school equipment. This "damage" includes, but is not limited to, jailbreaking the iPad (therefore voiding warranty), the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the students' own negligence, errors or omissions.
- Help Park View protect our computer network and devices by contacting a teacher or principal about any security problems that may be encountered.

- Monitor all activity on your account(s) and keep passwords private and uncompromised.
- Always put the iPad to sleep after use and secure the iPad in the carrying case to protect your work and information.
- If you should receive email or other electronic message(s) containing inappropriate or abusive language or if the subject matter is questionable, print a copy and turn it in to a teacher or principal or show the teacher or principal your iPad.
- Return the iPad to your homeroom teacher at the end of each school year for check-in. Students who withdraw, are expelled, or terminate enrollment at Park View School for any other reason must return the iPad tablet computer on the date of termination to the school office.

6.5 iPad Care

- iPad batteries must be charged and ready for school each day.
- Students will be held responsible for maintaining their individual iPads and keeping them in good working order.
- Only labels or stickers approved by the Morton Grove School District 70 may be applied to the computer.
- iPad carrying cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a replacement fee.
- iPads that malfunction or are damaged must be reported to the Technology Department. The school district will be responsible for facilitating repairs of iPads that malfunction.
- Any damage to iPads must be reported immediately to a teacher or principal. iPads that have been damaged from student misuse, neglect or are accidentally damaged will be repaired through the PV70 Technology Department. A student with his/her iPad out for repair will pick up/drop off an iPad from the Technology Department for temporary, daily use at school as long as such loaners are available. This temporary iPad will not be available for home use.
- iPads that are stolen must be reported immediately to the Park View School office and the Morton Grove Police Department.

6.6 Student Discipline

The discipline procedure in Park View Schools Parent/Student Handbook addresses serious and major offenses such as stealing and destruction of school or personal property, which apply to the iPad tablet computer. 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.

7.0 Protecting & Storing Your iPad

7.1 iPad Identification

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

- Record of serial number
- Park View Schools asset tag

7.2 Storing Your iPad

When a student is not using his/her iPad, the iPad should be stored in the provided carrying case in his/her locked lockers. Park View School requires that a student use the combination lock provided by the school district to secure the locker. Nothing should be placed on top of the iPad or its carrying case when stored in the locker. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. iPads should never be stored in a parent's vehicle at school or at home. If a student needs a secure place to store their iPad, they may check it in for storage at the iTeam.

7.3 iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Any iPad left unattended in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the iTeam.

8.0 Repairing or Replacing the iPad

Morton Grove School District 70 recognizes that with the implementation of the iPad initiative there is a need to protect the investment by both the District and the student/parent. If the iPad should be in need of repair, the iPad must be brought to the District 70 Technology Department for damage assessment or determination of malfunction. Students and their parents will be held responsible for ALL damage to the iPads including, but not limited to: cracked plastic pieces, damaged ports, frayed cables, and inoperability of any kind, etc. The following outlines the areas of the iPad repair policy:

8.1 iPad Repair Policy

As a district we are self-insuring the iPads. Morton Grove School District 70 will cover the cost of two accidental damage claims. Damage claims are for cracked or broken screens or broken buttons on the iPad. After the second incident, repair costs will be the responsibility of the student/parent. Theft and Vandalism are solely the responsibility of the student/parent and are not covered by the accidental damage claim.

8.2 Student/Parent Repair Policy Procedures

You must do the following in the event of a loss or damage or the iPad:

1. Report the loss or damage to the District 70 Technology Department.
2. Notify the local police immediately upon discovery of a loss, if the loss is due to theft, fire, or vandalism.
3. Do everything possible to protect the property from further loss.

Note: The accidental repair policy will not cover loss or damage caused by theft, intentional damage or destruction of the iPad.

8.3 Claims

Once a repair is brought to the technology department, a determination will be made whether the iPad will be repaired or replaced. Students may check out a "loaner" iPad from the iTeam, as long as such are available, while the iPad is being serviced.

Morton Grove School District 70
Student and Parent Agreement for iPad Use

I, _____, as a student to whom an Apple iPad (“iPad”) has been loaned, agree to the following terms and conditions:

1. I understand that that I am borrowing an iPad that is the legal property of Morton Grove School District 70 (“District”).
2. I agree to return the District issued iPad, carrying case, cables and cords in good working condition. My failure to timely return the iPad and its accessories and my continued use of it without the District’s consent may result in criminal prosecution and/or civil liability.
3. I understand that the iPad is subject to inspection by the District at any time without notice.
4. If there are any problems with the iPad, I will notify the District’s Technology Department immediately.
5. I agree to follow the policies and guidelines outlined in the *iPad One-to-One Personal Learning Initiative Student/Parent Handbook: Policies, Procedures and Information* located at <http://www.mgsd70.org/Parents.aspx>, during and outside of school hours as well as on and off school property. These rules, include, but are not limited to the following:
 - a. taking full responsibility for my assigned iPad.
 - b. never leaving my iPad unattended.
 - c. never loaning out my iPad to other individuals.
 - d. knowing where my iPad is at all times.
 - e. charging my iPad battery daily.
 - f. keeping food and beverages away from my iPad.
 - g. not disassembling any part of my iPad or attempt any repairs myself.
 - h. protecting my iPad by only carrying it while in the case provided.
 - i. using my iPad in ways that are appropriate, meet Park View School expectations and are educational.
 - j. refraining from downloading or installing apps other than those approved by the District and which are acquired through the District’s iTunes account.
 - k. not placing decorations (such as stickers, markers, etc.) on the iPad.
 - l. not defacing the Park View School asset tag or any other District label on any iPad.
 - m. filing a police report in case of fire, theft, vandalism, and other acts.
 - n. being personally responsible for all damage or loss caused by neglect or abuse.

We, _____
(Student’s name – please print clearly)

(Parent/Guardian’s name – please print clearly)

understand and agree to the stipulations set forth in this Agreement posted online at MGSD70.org/, the *iPad One-to-One Personal Learning Initiative Student/Parent Handbook: Policies, Procedures and Information*, and the *Acceptable Use Policy and Electronic Network Access Policy*. This can be located at <http://www.mgsd70.org/Parents.aspx>

Student Signature

Date

Parent/Guardian Signature

Date