

# ***MEDFORD***

ONE TO ONE IPAD

HANDBOOK

*2015-2016*



*Home of the Tigers*

## TABLE OF CONTENTS

3	MEDFORD TECHNOLOGY MISSION & GOALS
4	1.0 RECEIVING YOUR IPAD & IPAD CHECK-IN
	1. 1 Receiving Your iPad
	1. 2 iPad Check-in
5	2. 0 TAKING CARE OF YOUR IPAD
	2. 1 General Precautions
	2. 2 Carrying iPads
	2.3 Screen Care
6	3. 0 USING YOUR IPAD AT SCHOOL
	3.1 iPads Left at Home
	3.2 iPad Undergoing Repair
	3.3 Charging Your iPad's Battery
	3. 4 iPad Settings
	3. 5 Sound, Music, Games or Programs
	3.6 Home Internet Access
	3.7 Camera and Recording Devices
	3.8 Classroom Procedures
8	4.0 MANAGING YOUR FILES & SAVING YOUR WORK
	4.1 Saving Documents with the iPad
	4.2 Network Connectivity
9	5.0 APPS ON IPADS
	5.1 Originally Installed Apps
	5.2 Additional Apps
	5.3 Inspection
	5.4 Procedure for changing or re-loading software
	5.5 App upgrades
	5.6 Apple ID
	5.7 Find My iPad
11	6.0 ACCEPTABLE USE
	6.1 Parent/Guardian Responsibilities
	6.2 School Responsibilities
	6.3 Students' Responsibilities
	6.4 Student Activities Strictly Prohibited
	6.5 Legal Propriety
	6.6 Student Discipline
	6.7 Cyberbullying
15	7.0 PROTECTING & STORING YOUR IPAD COMPUTER
	7.1 iPad Identification
	7.2 Passcode Protection
	7.3 Storing Your iPad
	7.4 iPads Left Unattended
16	8.0 REPAIRING OR REPLACING YOUR IPAD COMPUTER
	8.1 Warranty
	8.2 School/Student Responsibilities
	8.3 Claim
18	9.0 COMMON QUESTIONS
21	10.0 Parents' Guide
23	Addendum (A)
	1:1 iPad Project Policies, Guidelines, & Agreement Form
24	Medford Public School Digital Learner Pledge Form
25	APPENDIX A – Loss or Damage Claim Form

## **Medford Technology Mission**

Medford Public School District is focused on creating a student centered environment where opportunities for learning and access to educational resources are available... anytime... anywhere.

## **Medford Technology Goals**

A digital learning environment at Medford Public Schools will:

- Increase student learning and achievement.
- Improve student college and career readiness.
- Increase 21<sup>st</sup> century skills of communication, collaboration, creativity, and critical thinking.
- Increase student engagement in high levels of learning.

## **1.0 RECEIVING YOUR IPAD & IPAD CHECK-IN**

### ***1.1 Receiving Your iPad***

iPads will be distributed each fall during the first week of school as part of an “iPad Orientation”. Parents & students must sign and return all required documents and fees before the iPad can be issued to their child. Parents and students are encouraged to attend the fall “Technology Open House” to sign all forms and pay all fees prior to the first week of school so that issuing an iPad to students is not delayed. Students and Parents/Guardians must sign and return the Medford Public Schools Student Agreement forms and Pledge for iPad Use document.

Students who enroll in Medford Public Schools after the first week of school must complete all the forms, pay the fees, and complete the “iPad Orientation” with a staff member before receiving their iPads.

The annual iPad Insurance Fee is \$40.00 per student. The district cap per family will be a maximum of \$100/year for insurance fees. Refer to Addendum (A) for more information regarding the fees.

Reduced fees: If the student qualifies for free or reduced-price meal benefits, the iPad insurance fees will be reduced to \$0 or \$20, respectively. To qualify for this benefit, a copy of the free or reduced confirmation letter you received from the school district must be presented to the district with the signed pledge form. This benefit is not retroactive during the school year.

Medford Public School iPads will be collected at the end of each school year for maintenance, cleaning and updates. Students will retain their original iPad each year while enrolled at MHS.

### ***1.2 iPad Check-in***

All iPads, cases, chargers, and any school-provided accessories will be returned during final week of school. If a student transfers out of the Medford School District during the school year, the iPad will be returned at that time.

Students who graduate early, are suspended or expelled, or withdraw enrollment at MHS for any other reason must return their individual school iPad and accessories on the date of withdrawal.

If your iPad has been determined to be intentionally damaged, defaced or in a condition not attributable to normal wear and tear, you will be fined respectively for the damage at the end of the year during student iPad check-in or when checking out to transfer to another district.

If a student fails to return the iPad at the end of the school year or upon withdrawal of enrollment at MHS, that student will be subject to criminal prosecution or civil liability and for the replacement cost of the iPad. Failure to return the iPad or reimburse the district for its replacement cost will result in a theft report being filed with the Steele County Sheriff's Office.

## **2.0 TAKING CARE OF YOUR IPAD**

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the Media Center.

### ***2.1 General Precautions***

- The iPad is school property and all users will follow the acceptable use policy for technology.
- No food or drink is allowed next to your iPad while it is in use.
- Charging cords and headset cables must be inserted carefully into the iPad.
- Students should never carry their iPads by the screen and must always keep it in the provided protective case.
- To conserve battery life, iPads should be placed in sleep mode or shut down. Turning off unused apps will also conserve battery life.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the Medford School District.
- iPads are sensitive to temperature extremes. Don't leave them in an area where the sun will bake them (like your locked car). If the iPad gets cold, let it warm up to room temperature before operating.
- iPads must never be left in an unlocked locker/bookbag, unlocked car or any unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day.
- To not comply with the General Precautions may result in disciplinary action that may include detention, confiscation of device, repair fees, suspension, or other disciplinary actions as determined by the administrator.

### ***2.2 Carrying iPads***

The protective case provided for your iPad has sufficient padding to protect the iPad from normal use and will provide a suitable means for carrying the device. The guidelines below should be followed:

- Students must keep the iPad in the school issued case at all times.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the Medford School District. iPad cases may be personalized with school appropriate stickers and decorations.
- Other papers and materials should not be placed in the case with the iPad.
- The iPad should be handled in a way that does not place extra pressure on the screen.
- Other materials should not be stacked on top of the iPad.

### ***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 place any objects on top of the iPad.
- Take care not to bump the iPad against lockers, walls, car doors, or other objects as screen damage may occur.
- The screen should be cleaned regularly with a soft, dry, anti-static cloth.
- NO CLEANSERS or LIQUIDS of any type should be used.

### **3.0 USING YOUR IPAD AT SCHOOL**

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. Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

#### ***3.1 iPads Left at Home***

If students leave their iPad at home, they are responsible for getting their coursework completed as if they had their iPad present. Loaner iPads will not be available to students that leave their iPad at home. If a student repeatedly leaves their iPad at home, they may be required to “check out” their iPad from the Media Center for one week.

Additional offenses may result in consequences as determined by the building principal.

#### ***3.2 iPad Undergoing Repair***

The Technology Office will make loaner iPads available when a student iPad is dropped off for repair due to normal wear and tear or for warranty issues. If the repair is required due to a violation of General Precautions or malicious intent, the student may receive disciplinary consequences as determined by the administrator.

#### ***3.3 Charging Your iPad's Battery***

iPads must be brought to school each day in a fully charged condition. If students do not fully charge their iPad, they are responsible for getting their coursework completed as if they had their iPad available. Students need to charge their iPads each evening. In the event that a student does not have a fully charged iPad or suffers a shortage of battery life during a day, it is the responsibility of that student to charge their iPad. **Do not charge the iPads from a computer port.**

#### ***3.4 iPad Settings***

Students may not change any iPad control panel settings from the original defaults.

Inappropriate media may not be used as a screensaver or be saved on the iPad.

Images of guns, weapons, pornographic materials, inappropriate language, alcohol, tobacco, e-cigarettes, drug, gang related symbols or pictures or any other material that is not school-appropriate will result in disciplinary actions.

Passcodes are required for all iPad devices.

#### ***3.5 Sound, Music, Games or Programs***

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

NON-EDUCATIONAL Internet Games are not allowed on the iPads.

Music may only be used at the discretion of the classroom teacher.

Students and families who are maintaining their own Apple IDs on district iPads may install apps as needed for the purpose of customizing their learning experience.

### ***3.6 Home Internet Access***

Students are allowed to connect to WiFi Internet access on their iPads. This will assist them with iPad use while at home or off campus. District Acceptable Use Policy must be followed while at home, using a district owned device. Directions are located in the common question section. Students experiencing Internet issues at home should contact their Internet Service Provider (ISP) for support.

### ***3.7 Cameras and Recording Devices***

All electronic recordings created with the device must comply with District Policies and State and Federal Laws. District policy prohibits the use of electronic recording devices in a manner that compromises the privacy interests of other individuals (District Policy #524). District policy also prohibits harassment and bullying (District Policy #514). Users of the iPad device are required to use the device in a manner that complies with these and other District Policies. Use of the iPad in a manner that violates District policy may result in revocation of the device and may result in further disciplinary consequence.

Use of the iPad and any other devices with audio and video recording capabilities during instructional time is at the discretion of the teacher for educational purposes. The student must obtain prior approval to use the device for such purposes. Any electronic recordings obtained with the recording device are for instructional/educational purposes and individual use. Therefore, electronic recordings obtained with the iPad may not be shared, published or rebroadcasted for any reason by the student without permission. Furthermore, users of the iPad should be aware that State and Federal laws in many instances prohibit secret or surreptitious recording undertaken without the knowledge and consent of the person or persons being recorded. Violations of State and Federal recording laws may be reported to the proper authorities and may result in criminal prosecution.

### ***3.8 Classroom Procedures***

Students are expected to enter the classroom ready to learn. Individual teachers may decide if students are to begin class with their devices open or wait until instructed to turn on their devices. Common classroom instructions and procedures include:

**Dock Your Devices** – When a teacher gives this instruction, all students are expected to immediately power down their iPad and place it face down in the upper right-hand corner of their desk/table.

**Face Up** – When a teacher gives this instruction, all students are expected to place their iPad flat and face up on their desk/table so the teacher may observe what they are doing.

**Apples Up** – When a teacher gives this instruction, all students are expected to hold their iPads up with the screen facing the teacher to the teacher may see what each of the students are doing.

## **4.0 MANAGING YOUR FILES & SAVING YOUR WORK**

### ***4.1 Saving Documents with the iPad***

Students should save work to the Apple iCloud, or Google Drive from their iPad. Students may also e-mail documents to themselves for storage. Students should back up necessary files to their cloud accounts to protect the loss of data during re-imaging or complete system resets.

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 submitting work.

### ***4.2 Network Connectivity***

The Medford School District 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. It is a violation of the Acceptable Use Policies to use applications that bypass MHS Proxies and filtering. Violations will result in disciplinary action.



## 5.0 APPS ON IPADS

### *5.1 Originally Installed Apps*

The Apps originally installed by the Medford School District must remain on the iPad in usable condition and be easily accessible at all times.

From time to time the school may add applications for use in a particular course. These applications will be available in the district's self service program.

Any attempts by students to circumvent any district management settings through software restoration or "jailbreaking" will result in the confiscation of the iPad and disciplinary action.

### *5.2 Additional Apps*

The iPad comes with preloaded apps. Students may load additional apps onto the machine with the express permission of the school administration. The Apps must be obtained through the Medford Schools App Catalog. No social media, texting, or multiplayer games are allowed on school iPads. **There should be no credit card used or associated with your district issued iPad.** The district is not responsible for any charges placed on a credit card by the student. Students will not synchronize iPads or add apps to their assigned iPad to include home syncing accounts.

### *5.3 Inspection*

iPads are the property of the school. The Administration and/or staff can request an iPad inspection at any time and passcodes to unlock the device must be provided. Random iPad inspections may be held periodically.

### *5.4 Procedure for changing or re-loading software*

If illegal software is discovered, the apps and files will be subject for deletion, and could warrant that the iPad be re-imaged. If technical difficulties occur, the iPad may have to be re-imaged to solve the problem. In such cases, the school does not accept responsibility for the loss of any software deleted due to a re-imaging procedure.

### *5.5 App upgrades*

Upgrade versions of licensed software are available from time to time. Students may be required update their district approved apps through the app store or self service.

### *5.6 Apple ID*

Students will create a free Apple ID using their MHS email address or may use their own personal or family Apple ID account. This is the only account that should be used on the iPad.

Any apps or books purchased under this account can transfer ownership to a personal non-MHS account at the completion of the school year.

### ***5.7 Find My iPad***

In addition to a variety of district security measures, “Find My iPad” will also be activated. Students are required to set up “Find My iPad” with their Apple ID. If a device is lost or stolen, the student will work with MHS staff to identify the location of the device for recovery. This includes providing all access to accounts to assist with identifying the location of the iPads.

## **6.0 ACCEPTABLE USE**

The Medford School District is pleased to be able to offer access to the iPads which provide the necessary programs required by classes and the district network which provides access to electronic mail (e-mail), student data storage, and the Internet. To gain access to these resources, students and parents must sign and return the Acceptable Use form to the school.

The use of Medford Public Schools technology resources is a privilege, not a right. The privilege of using the technology resources provided by the district is not transferrable or extendable by students to people or groups outside the district and terminates when the student is no longer enrolled in Medford Public Schools. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this document, as well as the District Acceptable Use Policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.

While these materials are provided to enhance educational goals and objectives, students may find ways to access other materials that may not be considered educational or find ways to use provided hardware and software beyond its educational intent. For this reason, it is extremely important that rules be followed. The Medford Public Schools' Student Discipline Policy (#506) shall be applied to all student infractions. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

Many responsibilities result from the use of these technologies in the educational setting.

### ***6.1 Parent/Guardian Responsibilities***

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- It is the parents' responsibility to supervise all use of the Internet while their child is using a school supplied iPad at home.
- CIPA Regulations (Child Information Protection Act): It is important to point out that the school district will not provide a web filter for off campus use. The student could be subject to controversial web content without proper monitoring. It should also be noted that if your child attempts to put any harmful or illegal content on the iPads, both the student and parent/guardian will take full responsibility.
- Any use of the iPad outside of the school day still falls within the guidelines of the Acceptable Use Policy adopted by the school district. All students will abide by this policy while they are using their iPads either at or away from school.

### ***6.2 School Responsibilities***

- Provide Internet and Email access to its students while at school.
- Provide Internet Blocking of inappropriate materials while at school.
- Provide access to Google Drive cloud storage as well as a district email address. These will be treated similar to school lockers. MHS reserves the rights to review, monitor, and restrict information stored on or transmitted via MHS District owned equipment and to investigate inappropriate use of resources.

- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

### ***6.3 Students Responsibilities***

- Read, understand and follow the Medford Public School District Acceptable Use Policy for Technology (#524).
- Use iPads in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to iPad use.
- Make all efforts to complete online work using an iPad if there is no internet access at home. This includes, but is not limited to, taking screen shots of assignments, downloading documents, and requesting help from the Technology Integrationist to download content to the iPad so it can be edited and saved offline.
- Use all technology resources in an appropriate manner so as to not damage school equipment. “Damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained via Medford School District’s designated Internet System is at your own risk. Medford School District specifically denies any responsibility for the accuracy or quality of information obtained through its services. To help Medford Schools protect our computer system, students are advised to contact an administrator about any security problems they may encounter.
- Physical damage to devices should be reported immediately to school staff.
- Secure iPad devices against theft or loss.
- Monitor all activity on their account(s).
- When not in use, iPads should remain at the passcode screen.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it in to the office.
- Students will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- Students will respect the rights of copyright owners.
- Return their iPad to MHS Technology Integrationist at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at MHS for any other reason must return their iPad computer on the date of termination.

### ***6.4 Student Activities Strictly Prohibited***

- Illegal installation or transmission of copyrighted materials
- Any action that violates the district Acceptable Use Policy or any other existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of sites selling term papers, book reports and other forms of student work
- Swapping or sharing iPads
- Inappropriate messaging, chatting, using social media’s tools and apps
- Non-educational internet/computer games
- Use of any software not already installed on the iPad without prior approval from the school

- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc.)
- Downloading and installing apps not appropriate for school or learning
- Spamming - Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Password sharing
- Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications
- Giving out personal information except in an instructional context or in the performance of Medford School District business and with permission of the school district
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Attempts to circumvent or bypass the District Device Management Software.
- Bypassing the Medford web filter
- Bullying as defined in MHS Policy 514 will not be tolerated.

### ***6.5 Legal Propriety***

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

Plagiarism is a violation of district and school policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the school district.

### ***6.6 Student Discipline***

iPads owned by the Medford School District are first and foremost for educational purposes. This does not preclude the use of the iPad at home for other purposes, but priority is given to the student and their use for school. While in use at home or at school, a student who violates any part this handbook or the Districts' Acceptable Use Policy, shall be subject to the consequences outlined in that document.

- Policy violations may result in "Locking Out" students from certain Apps or privileges, revoking take home privileges, device confiscation, suspension and expulsion.
- Students will turn their school owned devices and all other electronic devices over to staff upon request for disciplinary concerns or when removed from class.

## ***6.7 Cyberbullying***

Students using these iPads are reminded of the districts policies regarding bullying and harassment, including cyberbullying, as described in district policies #413 (Harassment and Violence), #514 (Bullying Prohibition) and #524 (Internet Acceptable Use and Safety).

## **7.0 PROTECTING & STORING YOUR IPAD COMPUTER**

### ***7.1 iPad Identification***

Student iPads will be labeled in the manner specified by the school. This labeling will not be removed for any reason. If an iPad loses its labeling, the student will immediately turn in the iPad for relabeling. The district will maintain an inventory of all iPads with label identification, student assignment and serial numbers.

### ***7.2 Passcode Protection***

Student iPads should be passcode protected. This passcode will be set by the student. Students should keep their passcode confidential. If a student fails to keep this confidentiality agreement and if any part of this policy has not been followed, appropriate disciplinary steps will be followed. If a student forgets their passcode - students should go to the media center for assistance.

### ***7.3 Storing Your iPad***

When students are not using their iPads, it is the student's responsibility to keep it secure. Nothing should be placed on top of the iPad when it is 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 not be stored in a student's vehicle at school or at home.

### ***7.4 iPads Left Unattended***

Under no circumstances should iPads be left unattended (except in designated areas). Any iPad left unattended is in danger of being stolen. If an iPad is found unattended, it will be taken to the media center or the office. Multiple offenses will result in disciplinary action.

## **8.0 REPAIRING OR REPLACING YOUR IPAD COMPUTER**

### ***8.1 Warranty***

This coverage is purchased by the Medford School District as part of the purchase price of the equipment. This coverage warrants the iPads from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the iPad or iPad replacement. The warranty does not warrant against damage caused by misuse, abuse, or negligence. Please report all iPad problems to the Media Center.

### ***8.2 School/Student Responsibilities***

Students will be held responsible for their individual school iPads and keeping them in good working order. See section 2., “Taking Care of your iPad”, for information and expectations for taking care of the iPad. iPads that malfunction or are damaged must be reported to the school office.

Normal maintenance and repair issues will be covered by MHS. However, when damages are determined to have been caused by not following safety procedures outlined by the Section 2 in this handbook, the student will be responsible for all charges associated with the repair of the iPad.

#### **The school district will be responsible for repairing:**

- iPads that malfunction due to manufacturing or app defect.
- iPads that suffer damage from normal use.
- Any issue covered under warranty.
- Repair cost due to accidental damage. (This will be monitored and repeated accidents will be addressed on an individual basis by administration)

#### **The student/family will be responsible for:**

- Cases must remain on the iPad at all times. If the student removes the case and incurs iPad damages - the student/guardian will be fully responsible for the cost of repairing those damages.
- Replacement of lost items (cables, chargers, ipads, cases)
- Students will be entirely responsible for the cost of repairs to iPads that are damaged intentionally.

The replacement cost for damages and repair are reflected below:

- Damaged or broken screen may cost up to \$150 depending on what layer of the screen is broken. A \$30 deductible will be charged for all damaged screens.
- Replacement cost for the provided iPad case is \$25
- Replacement cost for the provided iPad wall charger is \$20
- Replacement cost for the entire iPad is \$400

**iPads that are stolen must be reported immediately to the Administrative Office and the police department. A police report will be required by the district to prove the claim of loss.**



### ***8.3 Claim***

If an iPad is stolen or damaged by fire, students or parents must file a police or fire report and bring a copy of the report to the administrator's office before an iPad can be replaced. The District will work with the Steele County Sherriff to alert the sheriff's department to be aware of this District-owned equipment.

## 9.0 Common Questions

### What if students are experiencing technical issues?

Overall, technical issues in the iPad Project have been minimal compared to other significant technology implementations. However, when technical issues arise, teachers understand they are part of a project and students are not penalized. However, there is nothing that prohibits the student from downloading homework assignments in school or at home and printing it out on paper. Teachers will not prohibit students from completing assignments on paper.

Students will be taught and should be knowledgeable of basic iPad troubleshooting. Students with iPad problems beyond basic troubleshooting should be referred to the Media Center. Occasionally, a student may need to drop off the iPad in exchange for a loaner during the day, but since all work is saved to the cloud, there should be no disruption to accessing work.

These basic troubleshooting steps should be attempted before contacting Media Center staff:

### My app is not working correctly:

If a student is using an app and it seems to be running slower than usual or not working correctly you can try a few things.

- Make sure you have the most recent version of the app. You can do this by going to the app store, tap on updates; if your app is in the list of available updates please install the update.
- If you have the most recent version, completely close the app. Exit from the app first, then double tap the home button (button at bottom center of iPad). After you do this then a bar at the bottom of the screen opens showing all open apps. These apps are running in the background and take up some processing space. Press your finger on an app until it starts to jiggle and shows a red circle with a white minus sign, once this occurs then you can tap the app again to completely close it.

Sometimes these steps may not help. It may be necessary to uninstall the app and reinstall it. Please go to the Media Center and someone can help you do this.

### How do I reboot my iPad?

To reboot the iPad, press the home button (button at the bottom center of iPad) and the Power button (upper right corner) simultaneously until the screen goes black, keep holding both until an Apple appears on the screen. This means that the reboot is complete.

### Turning off the iPad vs. Putting iPad to sleep:

To put your iPad in a sleep or standby state, press the Power button (upper right corner) and this will put the device in to a sleep state. A quick press again will awake the device.

To turn the iPad completely off you will press and hold the power button for about 3 seconds, a bar will appear with a red arrow that points to the right, swipe this arrow and the device will power off.

### **How do I connect to the WiFi at home?**

On your device, go to the Setting Icon. From Settings tap Wi-Fi on the left side column, once you tap on this then your device should search for available networks. To connect to yours, choose it from the list. If a password is required, your device will ask for it before it can successfully connect. Once you enter your password and are successfully connected, the name of your network will appear next to Wi-Fi in the left column. You should only need to do this one time.

### **I forgot my password:**

In the event that the student cannot remember their device password, please go to the media center. They can clear the password and help the student set a new one.

### **Will the only method of security be a password? I know from a physical security perspective there is a barcode on the back of the iPad, but I'm wondering about any other type of Identity Management.**

All iPads are bar coded and have asset tags for inventory. We are also encouraging students to personalize their case and have their name on their case for easy identification. Personalization must be school appropriate. We are not requiring other electronic security beyond the password.

### **Consumption of information on an iPad makes sense, but isn't creating documents too difficult on the iPad?**

Producing content on an iPad takes some practice, while consumption of information is fairly easy. Therefore, students may be more comfortable writing papers or completing homework on a desktop or on paper while they are still practicing writing, typing and note-taking on the iPad. Teachers can work with a variety of formats, but prefer electronic submissions.

A student is welcome to log into Google Apps or Schoology, download, print and write-out the assignment to hand in the next day. If they want a digital footprint of the assignment, the student could even scan the assignment and email it to the teacher or upload it. Electronic submissions protect the student and the teacher from “lost” assignments.

The iPad provides an added convenience of being able to complete an assignment anywhere and at any time if the student so chooses. If the student wants to work on homework in the car, they can do so. If math is not comfortable on the iPad, math can be done at home on a desktop or paper, and perhaps reading the English novel can be done on the iPad when not at home. The iPad is intended to provide more access, but may not be the only tool students use.

### **Can I use my District-distributed iPad whenever I want and in any classroom?**

Medford teachers have the discretion of allowing or not allowing the use of iPads during instructional time. Please respect and follow each of your teacher’s instructions. If teachers permit use of iPads, users must adhere to district policies, be for educational purposes only, and must not be a distraction or disruption to the learning environment. iPads may only be used during instructional time in the classroom unless permission is granted in other situations by school personnel.

### **What if we don't have Internet access at home?**

Teachers will ensure that learning opportunities will not be hindered nor credit denied if students do not have access to a wireless network at home. Students will make all efforts to complete

online work using an iPad if there is no internet access at home. This includes, but is not limited to, taking screen shots of assignments, downloading documents, and requesting help from the Technology Integrationist to download content to the iPad so it can be edited and saved offline.

### **How will students save materials and projects?**

Students have a Medford Google Apps school account and use Google Docs (educational version) for cloud storage. They also have access to Schoology.

### **May I bring my own iPad or electronic device to school?**

Once your student has been issued an iPad, all other electronic devices and personal iPads are to be stored securely in student's lockers during the school day. The iPads will provide students with all of the technology needed to create a Digital Learning Environment and access materials needed for learning. If you need to reach your student during school hours you may choose to email them or contact them through our school offices: 507-214-6301 for the High School and 507-214-6310 for the Elementary.

### **iPad Cameras & Microphone**

The iPad comes equipped with audio and video recording capabilities through a built-in microphone and front and rear-facing cameras. All electronic recordings created with the device must comply with District Policies and State and Federal Laws. District policy prohibits the use of electronic recording devices in a manner that compromises the privacy interests of other individuals (District Policy #524). District policy also prohibits harassment and bullying (District Policy #514). Users of the iPad device are required to use the device in a manner that complies with these and other District Policies. Use of the iPad in a manner that violates District policy may result in revocation of the device and may result in further disciplinary consequence.

Use of the iPad and any other devices with audio and video recording capabilities during instructional time is at the discretion of the teacher for educational purposes. The student must obtain prior approval to use the device for such purposes. Any electronic recordings obtained with the recording device are for instructional/educational purposes and individual use. Therefore, electronic recordings obtained with the iPad may not be shared, published or rebroadcasted for any reason by the student without permission. Furthermore, users of the iPad should be aware that State and Federal laws in many instances prohibit secret or surreptitious recording undertaken without the knowledge and consent of the person or persons being recorded. Violations of State and Federal recording laws may be reported to the proper authorities and may result in criminal prosecution.

### **iPad Battery**

The iPad should be charged using the provided wall charger and brought to school ready to use each day. Fully charged iPad batteries will typically last 12 – 15 hours of use. Waiting to charge the iPad until the charge is low (less than 20% life or red indicator light) will extend the battery life. It is the student's responsibility to charge the iPad at home and ensure it is ready for use in school each day. Failure to do so may result in the student's inability to participate in classroom learning activities and earn appropriate credit for that day.

## 10.0 Parents' Guide

### Common Sense Media Agreement for Students & Families

The Common Sense Family Media Agreement is a checklist that parents can use to guide conversations with their kids about media use. It's designed to help parents establish guidelines and expectations around media use and behavior that are right for their family. Some families are comfortable using it as a signed agreement. Others refer to it simply as a checklist to guide conversations. Either way, it's a great way to help parents and kids get on the same page about media and technology use.

Download and Discuss the Common Sense Family Media Agreement

- Protecting Reputation and Privacy Online
- Demonstrating Maturity Online
- Understanding Your Digital Footprint
- Parents Understanding Teen's Needs for Online

<http://www.commonsensemedia.org>

### Parents' Guide to Student Use of Technology

Cyber safety is an important parent-child discussion to revisit frequently, from elementary school through high school. Experts warn that children are most vulnerable to online dangers while in their own home. The following suggestions are drawn from a wide variety of professional sources that may aid you in effectively guiding your child's use of the iPad and other technology devices.

In accordance with the District's Internet Acceptable Use and Safety Policy (#524), outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the District's educational technologies, including school-issued email accounts and the Internet if the student is accessing the District's electronic technologies from home or through other remote location(s).

### Filter Access

Filtering software is not built into the iPad. While many potential dangers are filtered and blocked on the school's wireless network so students can't access them, children often have complete, unrestricted access to inappropriate sites at home. Experts strongly suggest installing software to filter and block inappropriate content on your wireless home network. Some possible filters to consider include OpenDNS (free version available), SafeEyes, and NetNanny. Some of these products offer additional protection features such as cell phone filtering, text message and photo screening tools, and digital footprint/reputation monitoring.

Put the iPad to bed, but not in the bedroom! Parenting experts suggest parking all technology devices, from cell phones to iPads, in a common family room overnight to discourage late night, unmonitored use and sleep disruption. Don't allow your student to sleep with the iPad, laptop or cell phone. Remember to model appropriate use and balance of technology in your own life, too!

### Set Expectations

Regularly share your expectations with your student about accessing only appropriate sites and content, as well as being a good person when online (even when parents aren't watching). Outside of school, it is likely that your student has already been confronted with multiple

opportunities to access content that parents wouldn't approve, such as pornography, hate sites, celebrity gossip, reality tv, personal blogs and more, all of which may influence your student's beliefs, values and behavior. Understand that your student's use of many technologies (such as iPods, video game systems, and cell phones) likely gives your student the ability to connect to unfiltered public wireless networks (such as in a library or coffee shop, by picking up a neighbor's wireless signal, or connecting to the Internet through a cell service). Therefore, it is important to maintain regular, open dialog about Internet use and access. Discuss your expectation for appropriate use and behavior.

### **Monitor & Limit Screen Time**

Experts suggest having teens surf the Internet in a central place at home, such as the kitchen or family room, rather than away from adult supervision or behind a closed door. Know what your child is doing with technology and how his or her time is being spent. Technology can be a great tool and resource, but also has the potential to be a big *distractor*. Help your child learn to focus on completing tasks or assignments first before spending time on games, shopping and social networking. Teaching today's children how to manage multiple sources of information and potential distractions is a critical life skill, one best learned before heading off to college or the workplace.

### **How can parents still monitor a student's online behavior?**

A good solution for all parents to set parameters for use with the iPad at home is to install a free web filter such as [www.opendns.org](http://www.opendns.org) on their home wireless network, which can block Internet access completely, block certain sites like pornography, social networking, or gaming, and allow a parent to completely control when access is open/closed to such sites. These same tools allow parents to control any wireless device, whether it is a laptop, a smartphone with a web browser, an iPod touch, and more. Without any filtering software at home, a user can get to any site on any device, including a desktop computer.

Filtering software is not built in to the iPad. While many potential dangers are filtered and blocked on the school's wireless network so students can't access them, children often have complete, unrestricted access to inappropriate sites at home. Experts strongly suggest installing software to filter and block inappropriate content on your wireless home network. Some possible filters to consider include OpenDNS (free version available), SafeEyes, and NetNanny. Some of these products offer additional protection features such as cell phone filtering, text message and photo screening tools, and digital footprint/reputation monitoring.

### **Helpful websites with Internet safety tips for parents:**

Common Sense Media: [www.CommonSenseMedia.org](http://www.CommonSenseMedia.org)

Net Cetera: Chatting with Kids About Being Online (FTC) guide:  
<http://www.ftc.gov/bcp/edu/pubs/consumer/tech/tec04.pdf>

**Addendum (A)**  
**1:1 iPad Handbook**

**Payment and Refund Information**

If withdrawing/transferring from Medford Public Schools and not expected to return no refund of the insurance fee is available.

If enrolling at Medford Public Schools, iPad payment is based on eligibility of Free/Reduced Lunch. There is a \$100 per family maximum.

<u>Enrollment date range</u>	<u>Payment is:*</u>	<u>Payment Due</u>	<u>Students</u>	<u>Rate</u>	<u>Total</u>
1 <sup>st</sup> Quarter	\$40	Full Insurance		\$40	
2 <sup>nd</sup> Quarter	\$30	Reduced Insurance		\$20	
3 <sup>rd</sup> Quarter	\$20	Free Insurance		\$0	
4 <sup>th</sup> Quarter	\$10	<b>Total Due</b>			

\*Reduced fees are available to students that qualify for free/reduced lunch.

**Medford Public Schools**

**1:1 iPad Project Policies, Guidelines, & Agreement Form**

Access to technology in the Medford Public School District has been established for educational purposes and opportunities. All use of MHS electronic technology must be used in support of educational programming. Students must comply with all district guidelines, policies, and agreements. The iPad is the property of Medford Public Schools and can be reviewed or seized at anytime. Students are to have NO expectation of privacy of materials or activity on the iPad.

Failure to comply with the 1:1 iPad Project guidelines as stated in this document along with all district policies including District Policy 524 Internet Acceptable Use and Safety Policy, District Policy 514 Bullying Prohibition, and District Policy 506 Student Discipline may result in the loss of privilege to take the iPad home, use the iPad, or other disciplinary actions as appropriate.

I have read all the policies and guidelines in the Medford Public Schools 1:1 iPad Project Policies, Guidelines, & Agreement document. I understand my responsibilities as a student participating in the iPad project:

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I/We have read all the policies and guidelines in the Medford Public Schools 1:1 iPad Project Policies, Guidelines, & Agreement document. I authorize District 763 to allow my student access to educational applications which may require a minimum age of 13 years or older. I understand my responsibilities as a parent/guardian participating in the iPad Project:

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Medford Public School Digital Learner Pledge Form

1. I will take good care of my iPad.
2. I will never leave the iPad unattended.
3. I will never loan out my iPad to other individuals.
4. I will know where my iPad is at all times.
5. I will charge my iPad's battery daily.
6. I will keep food and beverages away from my iPad.
7. I will not disassemble any part of my iPad or attempt any repairs.
8. I will protect my iPad by only carrying it while in a cover.
9. I will use my iPad in ways that are appropriate, meet the Medford Public School's expectations and are educational.
10. I will not place inappropriate decorations on the iPad or cover.
11. I will not deface the serial number on any iPad.
12. I understand that my iPad is subject to inspection at any time without notice and remains the property of the Medford School District.
13. I will follow the policies outlined in the iPad Handbook and the Technology Acceptable Use Policy while at school, as well as outside the school day.
14. I will file a report in the Principal's Office in case of theft, vandalism, and other inappropriate circumstances.
15. I will be responsible for all damage or loss caused intentionally or by neglect or abuse.
16. I agree to return the District iPad, cover and USB cable/AC charger, in good working condition.
17. Individual school iPads and accessories must be returned to the school at the end of this school year. Students who withdraw, are suspended or expelled, or terminate enrollment in Medford Public Schools for any other reason must return their individual school iPad on the date of termination.

I agree to the stipulations set forth in the above documents including the 1:1 iPad Handbook and Information; the Acceptable Use Policy; and the Student Pledge for iPad Use.

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (Please Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



APPENDIX A – LOSS OR DAMAGE CLAIM FORM

## iPad Theft or Loss Report

This form must be completed to report a theft or loss/damage of an iPad. No new equipment will be issued or repairs will be made unless this form is completed. Please complete as many sections as possible.

Date:

Student Name:

Parent/Guardian Name:

iPad Serial Number:

Parent/Guardian Contact:

When was the iPad last seen? Last reported to AirWatch?

When was the theft/loss/damage reported to the school? Who was it reported to?

Please describe, with as much detail as possible, the circumstances that resulted in the iPad being stolen, lost, or damaged? Include names of any individuals that could be involved?

If the iPad has been stolen, has a theft report been made to the Steele County Sheriff's Office?

Report #:

Student Signature

Parent/Guardian Signature

School Admin Signature

General fee schedule for lost or damaged items:

\$20 – Replacement Charger & Cord (or \$10 ea.)

\$30 – Cracked screen

\$375 – Complete iPad replacement