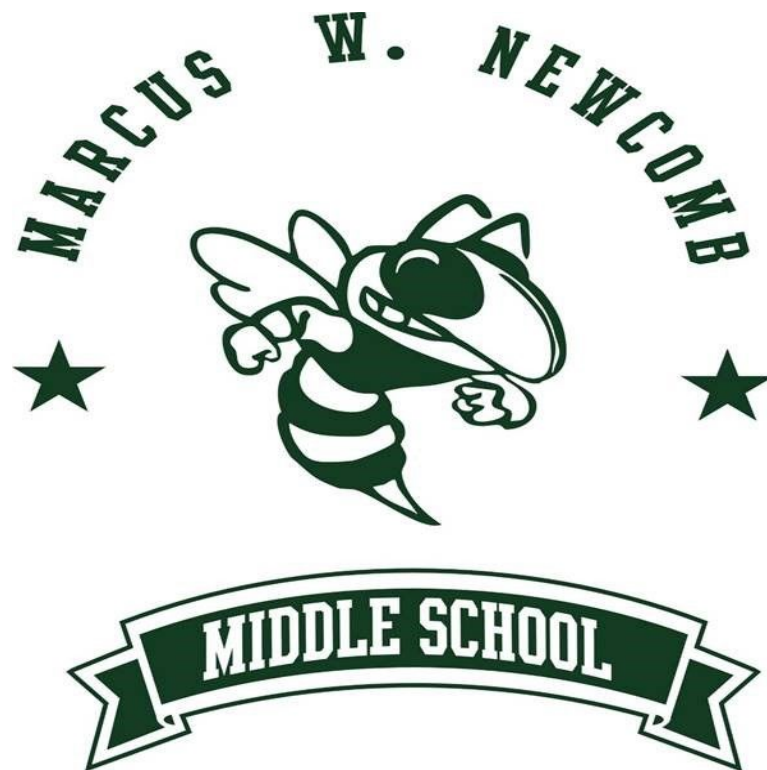


**iPad Student Device Handbook**

**Newcomb Middle School**  
**Policy, Procedures, and Information**

**2018-2019**



# Newcomb Middle School iPad Handbook

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# **Newcomb Middle School iPad Handbook**

## **I. Introduction**

The purpose of the iPad initiative at Newcomb Middle School is to provide students and staff with tools and resources to create a comprehensive 21<sup>st</sup> century learning environment. Our goal is to prepare students to be successful in high school, college, and career. Technology integration will personalize learning and allow students to create, think critically, problem solve, collaborate, and communicate in a variety of methods. The iPad program will help teachers transform curriculum and teaching practices so that students can “discover their potential” in an evolving global economy. The policies, procedures, and information contained in this handbook apply to all iPad devices used by Newcomb Middle School students and staff. Teachers may set additional requirements for use in their individual classrooms.

## **II. What is 1:1 (One-to-One)?**

Successful 1:1 implementation transforms how teachers teach and how students learn. A digital device in the hands of all students engages them in highly interactive, transformational learning. Students need to be producers and evaluators of knowledge, not just consumers. In the digital age, analyzing information is a critical skill. In a 1:1 initiative, students will regularly have the opportunity to locate, evaluate, and interpret information, as well as collaborate with others to engage in authentic, real-world tasks. In preparing students to succeed in the 21st century, schools must ensure that students are:

- digitally literate
- inventive thinkers, successful problem-solvers, creative decision makers, and critical thinkers
- clear and effective communicators and collaborators
- intellectually curious and persistent
- self-regulators
- connected to the world around them and contributors to their communities

A 1:1 device initiative provides a key resource for teachers who are helping students develop these skills and competencies.

## **III. What Does 1:1 Look Like?**

Implementation of a 1:1 program will focus on using the device as a tool to provide students with effective and engaging instruction based on the standards and curriculum. The digital content, strategies, and resources embedded in the curriculum will provide support for planning instruction with technology, not teaching the technology itself. The primary goal is always effective, engaging instruction. An effective 1:1 program supports instruction that is individualized, differentiated, and personalized. Individualized

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instruction is paced to the learning needs of different learners. The learning goals remain the same for all students, but each student can progress through the material at their own pace and according to their individual learning needs. Differentiation refers to research-based instruction that is tailored to the learning preferences and needs of learners. The method or approach of instruction can vary based on what is most appropriate for a single student or group of students. Personalized instruction incorporates both individualized and differentiated instruction, and a device can provide what is needed - tailored, student-centered instruction. Used alongside curriculum with appropriate technology tools and resources, the devices will make instruction more manageable and effective. In the 1:1 initiative, the goal is for students to become more active learners and producers of knowledge. Effective use of digital devices will progressively lead to more engaging forms of classroom interactions that are personalized, individualized, and differentiated. Students will be able to design their own learning with the teacher as facilitator.

### **IV. Distribution and Check-in**

#### **A. Receiving Your iPad**

Prior to the start of school, parents will be invited to attend an iPad information program. Prior to the event, parents will have the opportunity to review and electronically submit the Device Agreement and iPad Handbook, which includes the Acceptable Use Policy, through the Genesis Portal. Students not receiving iPad devices prior to the start of school will receive them within the first two weeks of the school year, pending submission of the necessary documents. For those families unable to access the Parent Portal, documents will also be available in hardcopy.

#### **B. iPad Check-in**

The iPad devices will be returned to Newcomb Middle School in June, so they can be checked and serviced for the next school year. If a student withdraws from Newcomb Middle School during the school year, the iPad must be returned at that time or it will be considered stolen. Stolen iPad devices will be tracked and reported to the proper authorities.

#### **C. Check-in Fines**

The devices, cases, chargers, and carrying bags must be returned to Newcomb Middle School at the end of the school year. If a student fails to return his or her iPad at the end of the year, the parent is responsible for the cost to replace the iPad. The replacement cost of the iPad is \$150.00 (inclusive of charger and cord). Damaged iPad devices will require a payment of \$49.00 in order for the district to have the iPad repaired. Failure to pay for a replacement iPad will result in a theft report being filed with the proper authorities.

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## V. Taking Care of Your iPad

### A. General Precautions

The iPad devices are considered school property, and all users must follow all school policies and procedures related to technology use and the code of conduct. General precautions will help to ensure the iPad remains in excellent working order during the school year. Therefore, cords and cables must be inserted carefully into the iPad to prevent damage. The devices must remain free of any writing, drawing, stickers, or labels that are not the property of the Pemberton Township School District. The devices should not be used near food or drink. They should not be stored in a vehicle for a prolonged period of time. Devices must never be left unlocked or unsupervised in school or during after-school activities unless an emergency or drill. The devices should be kept out of reach of younger siblings, family pets, or anyone else capable of careless handling or inadvertent damage. **Students are responsible for charging the iPad before coming to school each day.**

### B. Carrying iPad Devices

The iPad devices can sustain significant damage if dropped. Therefore, the devices must remain within the protective case provided by the school. In addition, the iPad device should be carried in the carrying case supplied by the school at all times.

### C. Screen Care

The iPad screen can be damaged if subjected to rough treatment and/or the removal of the protective case. The screens are particularly sensitive to damage from excessive pressure on the screen. Therefore, do not lean on the top of the device when it is closed and do not bump the iPad against lockers, walls, doors, or floors, which can damage the screen. Do not place anything near the iPad that could put pressure on the screen other than a finger or stylus. Carefully place the iPad in the carrying case and ensure it does not have too much pressure or weight on the screen. Do not place anything in the carrying case that will press against the cover. The devices do not respond well to liquids. There is a liquid sensor (similar to those in cell phones) that provides proof of liquid damage. Clean the screen with a soft, dry cloth or anti-static cloth. Do NOT use window cleaner, household cleaners, aerosol sprays, solvents, alcohol, ammonia or abrasives to clean the screen.

## VI. Using Your iPad at School

### A. iPad Devices Left at Home

The iPad devices are intended for instructional use during the school. **Students are responsible for bringing their device to all classes.** If students leave their devices at home, they are still responsible for completing the necessary coursework. Attempts will

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be made to secure a loaner device for the day, though not guaranteed. It is essential that students bring their device in daily so they are afforded access to the curricular programs as well as progress in their learning. Students who demonstrate a pattern of inconsistent daily device preparation are considered unprepared for class and may be required to complete work after school hours.

### **B. iPad Undergoing Repair**

In the event an iPad is damaged, the student will present the device to a building administrator or designee and complete a damage report. All efforts will be made to secure a loaner iPad device while the original device is sent for repair.

### **C. Charging Your iPad's Battery**

It is essential for the iPad to be charged fully in order to utilize the device throughout the instructional day. Therefore, the iPad devices should be charged at home and be brought to school each day fully charged. Charging stations are not available in school. Students whose devices are not fully charged will be required to complete course work without their iPad devices and may be considered unprepared for class.

### **D. Photos and Videos**

Photos and videos are to be used for instructional purposes. Inappropriate media or photos may not be saved on the iPad or used as a wallpaper or lock screen. Inappropriate media or photos include anything related to weapons, sexual content, inappropriate language, alcohol, drugs, gangs, or any other media that violates the Acceptable Use Policy or Code of Conduct. Photos or videos of other students or staff members are not permitted without the permission of the teacher. Photos and videos must only be used for the specific educational purposes outlined by a teacher.

### **E. Using the iPad Camera**

The iPad device comes equipped with both photo and video capabilities. As with all recording devices, permission by the teacher must be granted to record an individual or group and/or post images/videos online. **Photos or videos of other students or staff members are not permitted without the permission of a teacher.** Photos and videos must only be used for the specific educational purposes outlined by a teacher. The iPad devices may not be taken into restrooms, locker rooms, or playground.

### **F. Sound, Music, Games, or Programs**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. If sound is turned on, a student must use his or her headphones or earbuds. Music is allowed on the device and can be used at the discretion of the classroom teacher. Internet games that are not educational are not permitted in school. Only district approved apps may be downloaded on the iPad. It is the student's

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responsibility to ensure that there is enough storage space available on his or her device for district installed apps and other required content.

### **G. Home Internet Access**

Students are permitted to set up wireless networks on their devices for educational purposes while at home. **When using the Internet at home, it becomes the parent's or guardian's responsibility to monitor student use of the internet and access to district technology resources.** Administrators have the right to inspect students' iPad devices to ensure appropriate usage.

### **H. Legal Propriety**

Students must comply with copyright laws and license agreements. If unsure, students should consult a teacher. Credit must be given to all sources used in a project, whether quoted or summarized. This includes all forms of media taken from the Internet: graphics, movies, music and text. Use of hacking or jailbreaking software is prohibited.

## **VII. Managing Your Files and Saving Your Work**

### **A. Saving to the iPad/Workflow Management**

Students and staff will receive instruction on a variety of ways to save work on the iPad and manage content. The school has selected Google Suite for Education, which offers simple assignment management, online file storage, and collaboration tools to support a paperless classroom. Teachers will assign, share/distribute, collaborate, collect, annotate, and review assignments across any internet-connected device including the iPad. In order to secure your data, Google Drive is to be used for storage.

### **B. Network Connectivity**

The Pemberton Township School District cannot guarantee the network will be accessible 100% of the time. In the rare case the network is not operational, the district is not responsible for lost or missing data.

## **VIII. Software on iPad Devices**

### **A. Originally Installed Software**

The software/apps installed by the Pemberton Township School District must remain on the iPad in usable condition and easily accessible at all times. New apps or software may be added to the iPad for instructional purposes during the school year through an administrative process. Periodic checks of iPad devices may be made to ensure students have not removed required apps.



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### **B. Inspection**

Students may be selected at random to provide their iPad for inspection. Staff can request to review or inspect any student's iPad at any time during the school day.

## **IX. Protecting and Storing Your iPad**

### **A. iPad Identification**

Student iPad devices are labeled to ensure that each device has a unique identification number. This will allow the district to remotely identify and manage each iPad. Students are to create a password and are required to keep their password private.

### **B. Storing Your iPad**

When students are not using their iPad devices, they should be stored in their lockers. Storing the iPad in the top section of the locker is the safest area. The iPad should not be taken to recess, after school clubs, sports, or other activities not requiring an iPad. When storing in the locker, it is important to remember nothing should be placed on top of the iPad. The devices should not be taken to the bathroom or locker room due to the increased chance of damage. Students should take their iPad devices home each day after school to complete class or homework assignments and charge their device daily. The devices should not be stored in a parent's vehicle due to temperature changes. If students need a secure place to store their iPad, they should talk to their teacher or building administrator.

### **C. iPad Devices Left in Unsupervised Areas**

Under no circumstances should iPad devices be left unsupervised or stored in an unlocked area. It is the student's responsibility to ensure that his or her device is not lost or stolen. There will be a charge to replace any lost or stolen iPad devices that cannot be tracked by district personnel. If an iPad is missing, report the device missing to a building administrator immediately.

### **D. iPad Devices during Fire and Emergency Drills**

In the event of an emergency or drill, students must leave their iPad devices in the classroom. This is the only exception.

## **X. Technical Support**

Students who experience technical difficulty with the iPad that includes: operating system features, apps, peripheral devices, or the iPad device hardware must follow the procedures below:

- a. Seek assistance from your teacher, or if allowed, another student.
- b. Report issue to a building administrator if issues persists.

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- c. The student will stay in possession of his or her iPad until a building administrator assesses the issue. A loaner iPad may be given if available.

### **XI. Parent and Student Responsibilities**

While we incorporate digital citizenship into our school days and vocabulary, the iPad is certainly a portal to explore the world, and parents are encouraged to monitor their children's use of the device at home. While student usage is carefully monitored at school, parents are responsible for ensuring internet safety at home. These tips may assist parents in utilizing iPad devices effectively and responsibly:

- a. Guide iPad exploration: Establish procedures for your child's iPad use at home. Discuss issues like these with your child:
  - Timeframes for using the device--determine when and how long it is reasonable for your child to use his or her iPad.
  - Personal information--discuss what personal information your child should share online.
  - Digital citizenship--discuss how to treat others with respect in cyberspace.
  - Location--consider allowing the iPad to be used in a common area so you can monitor your child.
- b. Investigate parental controls: Consider activating parental controls on your child's iPad. Your home Internet service provider may have a content filter that you can enable to block certain websites. Contact your Internet service provider for more details.

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## Signature Page

Submission of a signature can be completed through the Genesis Parent Portal. For those unable to complete the online submission, please submit a signed copy of this page of iPad Device Handbook. Devices cannot be issued without completion of this form.

## **iPad Handbook Signature Page**

I have read and received a copy of the Newcomb Middle School iPad Handbook and understand I am responsible for the contents within the iPad handbook.

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(Student Name Printed)

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(Student Signature)

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(Date)

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(Parent/Guardian Name Printed)

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(Parent/Guardian Signature)

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(Date)