



STUDENT PARENT HANDBOOK

iPad 1:1 Learning Initiative 2020-2021



revision 8.14.2020



Western School District

1:1 Learning Initiative

Technology has become increasingly important in the education of our students at Western Schools as we seek to meet our mission:

Working together with our community to educate all students as individuals to become successful in a complex world.

This handbook covers the following topics:

- Goals
- Financial Responsibilities
- Student Use Expectations
- Equipment
- Honor Code
- Student/Parent iPad Agreement

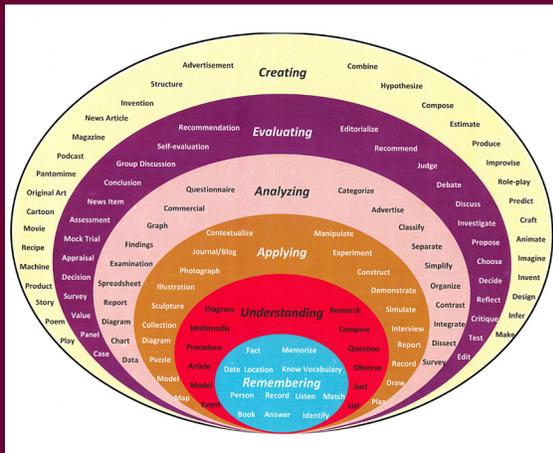
Please familiarize yourself with the material provided in this handbook. Both parents/guardians and students are expected to have a complete understanding of this material.



Western School District Goals

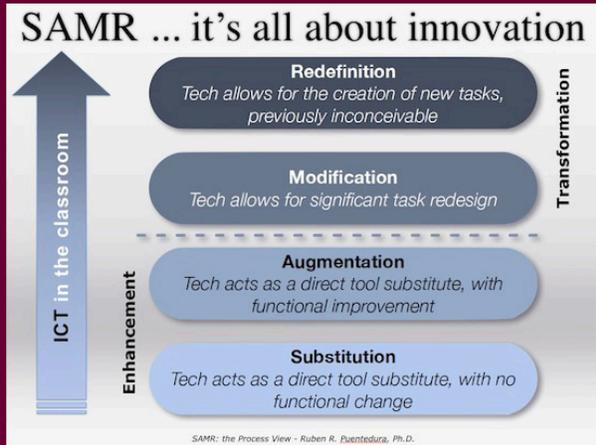
Our goal in providing Y5 through twelfth grade student with an iPad is to facilitate 21st century teaching and Distance Learning. The students will learn to use technology appropriately and effectively. These are skills which will transfer to any career or endeavor they pursue in their adult life.

Educational research demonstrates the positive impact of the use of technology in and out the classroom. Technology provides educational opportunities previously unimagined and impossible. The Bloom's Taxonomy chart illustrates the importance of higher level thinking and performance, which is enhanced through the use of technology. The SAMR model illustrates how the use of technology can dramatically change performance and educational experience for our students, giving them an advantage as they move on toward college, trade school, or a career.



Bloom's Taxonomy

Schools have always focused on 'Remembering' and 'Understanding.' These skills are critical, however it is important for students to be able to apply, analyze and evaluate the information they receive, and finally to use it to create. The use of technology facilitates development and practice of the higher level thinking skills, allowing students to create authentic artifacts of their learning.



SAMR Model

This model illustrates that, with technology, we can totally redefine education, providing experience and opportunities for the development of the skills our student will need as they move toward establishing their careers and become successful adults competing in the workforce.

Through the use of technology and our 1:1 program we will:

- Teach students discernment and the ethical use of technology.
- Improve the quality of student learning and academic achievement.
- Provide greater access to educational opportunities, formative assessments, and differentiated instruction as well as Distance Education/learning.
- Providing students with access to anytime, anywhere, any pace, anyplace learning.
- Improve communication and widen our sense of community by expanding the way teachers, students, and parents are able to interact with each other.
- Equip students to be lifelong learners.



By allowing students to take their iPad home, families assume some risk. Parents/Guardians will be responsible for the full replacement/repair cost for the iPad in the event of **theft, loss or damage due to neglect, intentional abuse or misuse** as described in the 4 different 1:1 Options. Mechanical/Electronic failure of the device is not the responsibility of the family. Families are to select from one of the following options:

Option 1: No insurance coverage

Families agree to be responsible for **up to the full cost** of repair or replacement **per incident of damage**, which is current market value of the device at the time replacement is necessary. Damage to the device is to be reported to the technology department immediately via the Student Ticket System or by calling the help desk. The district will perform or arrange for the repair or replacement of the device.

Option 2: Insurance Plan coverage

Families who select this option pay a **\$20 nonrefundable**, annual enrollment fee. Parents will be liable for an **increasing deductible (1st-\$0, 2nd-\$25, 3rd-\$50, 4th-\$100)** for repair or replacement of the iPad for each incident of damage.

Loss and theft are not covered by the insurance plan. If the iPad is lost, or stolen, parents are responsible for the full replacement cost of the device. The district should be notified immediately if the iPad is lost or stolen. If the iPad is stolen, a police report should be filed immediately.

Excessive claims in the same school year, or failure to pay the repair deductible in a timely manner, will result in the student being assigned to Option 3 pending administrative review. The school district reserves the right to cancel a student's insurance plan for multiple claims.

Option 3: Parents opt out of the 1:1 take-home-program (NOT an option for At Home Students)

Students have access to iPads at school but the iPads remain at the school at all times. The iPads will be checked out and back in each day in the media center. Standard disciplinary policy will be followed in the event of damage to the equipment, including the possibility of financial restitution for damage or loss.

Option 4: Stay at School Program (as in Option 3), add insurance coverage

Students may enroll in the insurance plan for \$20.00 if they desire while remaining enrolled in Option 3 without take home privileges. This covers damage to the device while at school.

If your student fails to check their iPad in at the end of the day and takes the iPad home under this option, parents become immediately liable for any loss, theft or damage to the device while not on school property, up to the full replacement cost of the device.

NOT covered by any of the options listed above:

- cords (\$20), chargers (\$20), and case (\$26)
- loss (replacement cost of the iPad which is the current market value at time of replacement.)
- **Negligence and carelessness or intentional damage** to be determined by administration (up to the full replacement cost of the iPad)



Western School District

Student Use Expectations

Handling and care of iPad

To reduce the risk of damage to the iPad, and therefore the financial liability to you, it is important to handle the iPad with care. Listed here are the expectations of students in handling the iPad.

1. Keep iPad in its protective case.
2. Do not place objects on top of the iPad.
3. No food or drink around the iPad.
4. Never use chemicals or cleaning solutions to clean the iPad screen, except for screen cleaners designed to clean TV screens, Monitors, and other "Screens."
5. Avoid contact with objects which could scratch or crack the iPad screen.
6. Protect the iPad from extreme temperatures (Don't EVER leave it in a car for long period of time!).

Power Management

Students are to be prepared to use their iPad in class by having it fully charged. Listed below are specific management techniques that can be use to ensure a student's iPad is functional throughout the entire school day.

1. Charge your iPad overnight, every night.
2. Shut down apps when not in use.
3. Reduce the screen brightness.
4. Turn off WiFi when not in use.
5. Set the iPad to sleep after a few minutes of inactivity.

Transportation of the iPad

Keep the iPad in the protective case when traveling with the device. Transport the iPad in the case **and** inside a bookbag or backpack to and from home. Avoid placing objects that could damage the screen of your iPad against the face of the device while in your bookbag or backpack. Instead, place a the face of the iPad against a notebook or textbook while in your bag.

Monitoring and Supervision

Student use of iPads at home requires parental involvement and supervision. The district can and does monitor all student internet activity on the iPad. The internet is filtered both on and off campus. The iPad is assigned as a personal computing device and should be used solely by the student to which it is assigned. The assigned student will be held responsible for all activity, care, and use of their iPad.

Apps

All apps for use on the iPads are available in Self Service. Students must never download unapproved profiles or apps from websites or other sources. Disciplinary action will be taken for violations.

Students may request apps be added to Self Service by submitting a request through a teacher. Requests will be reviewed and approved or denied on an individual basis.



Equipment

Each student in the district will have the following equipment checked out to them at the beginning of the school year:

- iPad
- Power supply/charger and cable
- Protective case

The primary apps on the iPad include:

- Pages (desktop publishing)
- Keynote (presentations)
- Numbers (Spreadsheet)
- iMovie (videos and movies)
- Clips (Quick video creation)
- Notability (Taking and creating notes, annotating PDFs)
- Web based services – Schoology, Google Apps, and other collaboration tools
- Students may download other apps from Self Service as needed

Students may request apps be added to Self Service by submitting requests through a teacher. Apps being requested must have a valid educational use which the student must demonstrate when making the request. Requests for games or other apps for purely entertainment use will be denied.

iCloud Backup of student files

- Students will use only the school issued/managed Apple ID.
- Students MUST log into **iCloud** for automatic backups of Pages, Keynote, Numbers, and Notes documents. Be sure to turn on “use iCloud” for each app in settings.
- Students are to back up all other files not backed up by iCloud to their Google Drive account.

Training will be provided to all students to help them understand and setup the necessary accounts to perform successful backups.

Trouble Shooting

If an app or the iPad fail to function as expected, there are some basic trouble shooting steps you should take.

1. First, restart the iPad. This resolves many issues.
2. If restarting does not help, delete the app (be sure files and work is backed up first) and reinstall the app.
3. Ask a classmate, teacher, Tech personnel. Finally, put in a ticket or call the Help Desk if you are unable to resolve your issue.

If you are unable to resolve your problem or your iPad is physically damaged, submit a ticket to the Western Student Help Desk or call the Help Desk.

The Help Desk numbers are listed on the district website under department/technology.



Online Instruction/Distance Learning

As we do our best to support the students of Western with online instructional opportunities we need to inform you about the tools we use and some cautions we have for you.

We are, whenever possible, using many of the same online tools we employ in face to face instruction however, we have added new tools to allow engaging instruction to continue. Please take a moment to review the following information so that you are fully aware of the tools your student will be using to participate in instruction.

- Our use of video conferencing is new. We are using a number of tools (Google Hangouts/Meet and Zoom). We need your help to ensure these tools are being used appropriately by students:
 - Parents/guardians should be mindful about what family activities would potentially be heard/seen during the students' use of video conferencing. This is a great tool to keep students connected, but please have your students use these tools somewhere near enough you can monitor, yet private enough to concentrate on their work.
 - Please have students dress appropriately when video conferencing and make sure that there are no distracting materials or backgrounds.
 - Recording conference sessions: We encourage teachers to record non-confidential video conferencing sessions and post them for students who cannot attend the live session. There may be some sessions a faculty member may want to record about specific instructional group activities. We want and need our faculty to be efficient and effective when covering material or providing reinforcement. Therefore, here are some guidelines about recordings:
 - * These recordings will not be publicly available, only shared within the Google Classroom, Schoology, Seesaw, a similar section of the same class, or within the Western Google domain that requires a network account.
 - * Faculty will announce their intention to record the session giving students/parents/guardians the opportunity to turn off their camera and/or microphone if privacy is of concern.
 - * Students/parents/guardians, should not take photos, screenshots, record any video, or audio, from these conference sessions. You do not have permissions to do so and it is a violation of our Acceptable User Agreement.
 - * We are aware of recent Zoom bombing issues and have taken appropriate precautions.



◦ We have a privacy agreement with Zoom and further information about their privacy policy can be found here:

<https://zoom.us/docs/en-us/childrens-privacy.html>

- If teachers are posting videos to YouTube, we are enforcing moderate restrictions mode for YouTube. This is similar to the most restrictive setting that uses community flagging, age-restrictions, and other signals to identify and filter out inappropriate content while still allowing access to content created and shared by Western faculty. YouTube restricted modes are not one hundred percent accurate. We cannot account for or guarantee what video suggestions will appear or what access students have to YouTube videos.
- The tools we use are vetted by our faculty and administrators for data privacy and safety. We will be adding new tools as needed and are mindful of this important aspect.
- Please have social media and video conferencing devices charged and secured somewhere safe during sleeping hours.
- Lastly, the same rules of conduct and behavior will apply as apply in the classroom. The Western School District Student Handbook guidelines will continue to apply to this remote learning.

If you have questions or concerns about your student's use of online tools, please contact your students' building Principal. We appreciate your support during this challenging time and we are working very hard to keep our students engaged and supported. We miss the sounds of students in the hallways and look forward to eventually returning to school.

Permission to Photograph

Unless you specifically requested otherwise at the time you registered or enrolled your iPad, you grant permission for Western School District to photograph and/or/ video record your child and your child's work as part of the educational program produced by the district. This may include, but not be limited to newsletters, media releases, and website information. Your child's image, name, school, and grade may be revealed, but that no other information about your child will be revealed without your prior consent. Photos may be taken at various times throughout the year without advance notice.



Western School District Technology Honor Code

Students are expected to apply the Western School District Technology Honor Code to all activities, including those involving the use of school computers, computer peripherals, and network, whether accessing them while on campus or off campus. Our hope is that technology will be one tool that can be used to “Encourage all students to dream, while preparing them to succeed as global citizens.” This Honor Code lays the foundation for the positive, honorable, use of technology.

Examples of the types of technology-related activities that affirm our Honor Code are listed below. Any questions about the application of the Honor Code to technology should be directed to your teacher, principal, building technology support person, or Director of Instructional Technology.

Using technology honorably includes:

1. Using computers, software, and other information resources to support learning, complete school assignments, and gain a better understanding of information technologies and their applications.
2. Using the Internet to perform research related to academic and extracurricular school functions, and to communicate with scholars, students, teachers, and specialists outside of campus to improve knowledge and advance academic work.
3. Providing appropriate attribution for any materials gathered using information technology, using all resources to the maximum degree allowed by Federal copyright laws.
4. Using technology to collaborate with students and faculty in academic and extracurricular school functions.
5. Seeking permission to record or photograph classroom presentations and activities.
6. Respecting and encouraging each other online through words and media.
7. Using appropriate and respectful language in online communications.
8. Representing your own views, and not those of others, in any form of electronic communication.
9. Owning your mistakes.
10. Respecting the privacy of other computer accounts by using only your assigned accounts.
11. Respecting your personal contact information and that of others.
12. Respecting the registration policies of age-restricted online services (e.g., Facebook, Twitter, iTunes).
13. Speaking with an adult you trust should you receive a message that is inappropriate or makes you feel uncomfortable.
14. Protecting equipment (school-owned and loaned) from damage or theft.
15. Supporting and respecting the school’s computer security systems.

Violations of the above standards may result in the following consequences:

1. Being required to leave your iPad at school for a period of time (ex: weekends, every night).
2. Application of student technology acceptable use policy.
3. Application of student handbook disciplinary process.
4. Paying for damage to the iPad.

I understand and agree to the provisions and conditions of this Honor Code. Both student and parent must sign and return this form to their school office.

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Western School District
STUDENT/PARENT IPAD AGREEMENT 2020-2021

Student Name: Last _____ First _____

Parent Name: Last _____ First _____

Address: _____

Home Phone: _____ Work Phone: _____

Parent Email Address: _____

The Western School District one to one iPad program allows your child to take the iPad home. Taking the iPad home expands the learning day and allows students to complete projects started at school. However, by taking the iPad home, families assume some risk. Parents/Guardians will be responsible for replacement/repair in the event of theft, loss or damage due to intentional or unintentional abuse or misuse of the iPad.

Replacement cost for the iPad is based on current market value at the time of replacement.

I have reviewed the iPad Handbook (available on the Middle School and High School home pages) for Students and Parents and understand the Rules and Guidelines for appropriate use:

- Goals
- Financial responsibilities
- Equipment
- Student Expectations
- Honor Code
- Student/Parent iPad Agreement

Terms of Agreement: The student is responsible at all times for the care and appropriate use of their assigned iPad. I understand that if my child violates the guidelines agreed to in the District Technology Honor Code or the rules and guidelines as explained in the iPad Handbook for Students and Parents, his/her privilege to take the iPad home may be restricted or removed and he/she may be subject to disciplinary action.

Please select one of the three options below:

___ **Option 1: Opt Out of District Coverage.** NO INSURANCE. I understand that a single glass repair is \$90. By opting out of the insurance plan, I agree to be responsible for paying up to the full cost of device replacement for loss, damage, or for repair of my child's iPad, per incident, as determined by school administration.

___ **Option 2: Insurance Plan \$20.00.** I understand that I am responsible for paying the non-refundable enrollment fee of \$40.00. I am also required to pay a deductible per incident (1st-\$0, 2nd-\$25, 3rd-\$50, 4th-\$100) towards damage or repair of my child's iPad. (See complete details in the Student/Parent handbook.) **This plan does not cover loss or theft.**

___ **Option 3: Opt out of the 1:1 Take Home Program.** I understand that my student will have access to their iPad at school, and that the device shall remain at school at all times. I understand standard disciplinary policy will be followed in the event of damage to the equipment, including the possibility of financial restitution for damage or loss. Any damage to the device while at school is the student's and parent's financial responsibility.

___ **Option 4 Opt out of the 1:1 Take Home Program BUT add insurance.** I wish to purchase the \$20 insurance plan for my student. Same as Option 3 except any damage to the iPad will be covered by insurance as described in Option 2. **Loss and theft are NOT covered.** Deductible described under Option 2 apply.

None of the options cover damage to the charger brick (\$20), charging cord (\$20), or case (\$26).

The iPad remains the property of Western School District. At the end of the school year or upon transfer from the district, parents and student agree to return the iPad to the school in the same condition it was issued to the student less reasonable wear.