Gideon School District

Success-For-All iPad Handbook

Gideon, Missouri 63848
http://gideon.k12.mo.us

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Forward

The focus of the Success-For-All Learning Program in the Gideon School District is to prepare students for their future, a world of digital technology and information. As we enter the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the tablet computer. The individual use of tablets is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Tablets encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. On the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with tablets integrates technology into the curriculum anytime, anyplace.

The Success-For-All Learning Program is a unique opportunity to give your child access to some of the most current educational tools available and better prepare them for college and the work place.

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NOTE: The procedures and information within this document apply to all tablets used in the Gideon School District, including any other device considered by the building principal to come under this policy.

1. TABLET SPECIFICATIONS

1.1 Technical Specifications

The tablet selected for use in the Gideon School District is the **iPad 2**
      Processor: Dual Core A5 (1 GHz), RAM 512 MB DDRII
      Memory: 16 GB or 32 GB Flash Memory depending on grade level
      Operating System: Apple IOS 5
      Screen: 9.7" LED display with 1024 x 768 screen resolution at 132 ppi
      Camera: 30 FPS: Back – HD 720p with 5X zoom, Front - VGA
      Size: Height - 9.5 inches, Width - 7.31 inches, Depth – 0.34 inches
      Weight: 1.33 pounds
      Battery: 25 watt, rechargeable Li-poly battery, USB adapter charging
      Battery Life: Up to 10 hours Wi-Fi
      Networking: Wireless 802.11 a/b/g/n, Bluetooth 2.1 + EDR technology
      Input/Output: 30 pin dock connector, 3.5 inch stereo headphone minijack,
      microphone, built-in speaker
      Sensors: 3-axis gyro, Accelerometer, Ambient light sensor
      Location: Wi-fi, digital compass
      eBook Reader: Variety of downloadable apps, including Kindle
      Accessories: Protective case, USB cable, earphones, power adapter

1.2 Touch Screen

*Your Apple iPad Tablet is designed with a capacitive touchscreen display. The touchscreen is the main way you interact with your tablet; simply use your fingertip **(or a capacitive stylus – not a hard point stylus)** to manipulate icons, buttons, menu items, the onscreen keyboard, and other items displayed on the screen.*

You can perform the following actions on the touchscreen using your fingertip or capacitive stylus where applicable.

1.3 Screen Control and Organization Gestures

- **To Activate an On Screen Item:** Simply touch the item with your fingertip/stylus
- **To Zoom:** Quickly tap the screen twice on a webpage of other application screen to zoom.
- **Delete icons:** Touch and hold the icon. The icons on the screen will begin to shake. Click the X on the icon to delete. Click the home button to stop icons from shaking.
- **Rearranging/Moving Icons:** To move icons on the screen. Touch and hold until the icons begin to shake. Drag the icon you wish to move to the desired location and release. Click the home button to stop the icons from shaking.
- **To Place icons in Categories:**   To organize your icons you can move them into categories. Choose icons you want in a specific category. Example; CNN, NPR or other news apps. Touch and hold until the icons begin to shake. Drag one icon on top of the other. You will see that

it create a category (i.e. news). You can then drag all icons related into that category. When finished, click the home button to stop icons from shaking.

- **Return to Home Screen**: To return to the Home Screen use a five finger pinch.   Spread fingers on screen with the fingertips touching the screen, pull fingers together in a pinching motion without lifting from the screen.
- **Move from one Open App to another**: To move from one open app to another without returning to the Home Screen use four fingers and swipe to the right of the screen. This will move you through the open apps on the ipad.
- **View the Multitasking Bar:** Place four fingertips on screen and use an upward swiping motion to unveil the multitasking bar. To close the multitasking bar place four fingertips on screen and use a downward swiping motion.
- **To view List of Apps:** You may have more than one screen of apps. To view all the apps use a one fingertip swiping motion left/right to see all of the app screens. Do not lift your finger when swiping.
- **Rotate Views within an App:** Some apps will allow the user to rotate the view within the app. Using the tips of two fingers perform a rotating motion.   You can also use your thumb and index finger in a twisting motion.
- **Scrolling in an App:** In most apps, you can scroll up and down by swiping a single finger in the direction you wish to scroll.

2. RECEIVING AND RETURNING YOUR TABLET

2.1 Receiving your Tablet

Generally, tablets will be distributed at the beginning of each school year and will be assigned to a particular student for the duration of the year (a different process may be utilized in grades Pr-K through 3)*.* **Parents & students must sign and return the Tablet Computer Agreement before the tablet can be issued to their child.** The Tablet Computer Protection plan (GTP) outlines two options for families to protect the tablet investment for the school district. Please review the GTP included in this handbook.

- Students in grades 6-12 are encouraged to take their tablets home every day after school, regardless of whether or not they are needed. This process may be modified if students in a particular grade level demonstrate a lack of responsibility in tablet care or use. **Tablets should not be stored in a student's vehicle** at school or at home. (We will be phasing in the tablets over a period of two to three years. Not all grade levels will be served with the initial implementation.)

- Students in grades 4-5 will be allowed to take the tablets home overnight as directed by the teacher. If deemed appropriate, by the second semester of grade 5 students may be allowed to take their tablet home every night. **Tablets should not be stored in a student's vehicle** at school or at home. Modifications to the take-home procedures in grades 4 and 5 may be instituted as necessary.

- When fully implemented, students in grades Pre K – 3 will use tablets at school.

A classroom set of tablets will ultimately be available to 3rd graders to provide for 1:1 access during the school day. Students in grades 2 and below will eventually share tablets or have a few tablets available in each classroom. It will be two to three years before all grade levels have access to tablets.

2.2 Returning Your Tablet

The iPads and all accessories will be collected at the end of each school year for maintenance, cleaning and software installations. Students will be reissued the same Tablet at the beginning of the next school year. A replacement cycle will be implemented to provide updated tablet hardware when the tablets are 5 to 6 years old.

If a student transfers out of the Gideon School District during the school year, the iPad must be returned at that time. Students who withdraw, are suspended or expelled, or terminate enrollment from the Gideon School District for any other reason must return their individual school iPad with accessories on the date of termination.

2.3 Parent Purchase Option

Students and Parents may decide to purchase the iPad at the beginning of the year. The price will be the full purchase price that the District paid for the iPad and all liability and responsibility will fall into the hands of the owner.

3. TAKING CARE OF YOUR TABLET

Students are responsible for the general care of the tablet they have been issued by the school. The process for handling tablets that are broken or fail to work properly varies by building:
- Elementary Students – give your tablet to your classroom teacher and explain the problem. (Your teacher may have you fill out a Tablet Repair Form).
- High School Students – take your tablet to the high school office and complete a Tablet Repair Form. The office will provide you with a receipt for your iPad. NEVER JUST LEAVE YOUR IPAD. MAKE SURE A SCHOOL OFFICIAL RECEIVES THE IPAD AND PROVIDES YOU WITH A RECEIPT.

3.1 Guidelines and General Precautions

- Know where you iPad is at all times!
- Students may not change the district assigned name of the iPad or any other iPad settings.
- Students may not do anything that interferes with the regular use or classroom operation of any iPad.
- No food or drink is allowed next to your tablet while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the tablet.
- Students should never carry their tablet without its protective case.

- Tablets should be shut down when not in use to conserve battery life.
- Tablets must remain free of any writing, drawing, stickers, or labels that are not the property of the Gideon School District.
- Tablets must never be left in a car, unlocked locker, or any unsupervised area.
- Students are responsible for keeping their tablet's battery charged for school each day.
- Tablets should always be at room temperature before booting. If they are cold, condensation may form and damage it. Never leave your tablet in a car where it will be subject to extreme heat. This could also damage the tablet.

3.2 Carrying Tablets

Protective folio cases are provided for the tablets. These cases have sufficient padding to protect the tablet from normal treatment and provide a suitable means for carrying the tablet within the school. Tablets should always be within the protective case when carried or transported. In nearly every instance, the tablet should remain in the case while being used. The folio case provides a number of safety and ease of use features.

3.3 Screen Care

The tablet 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 tablet when it is closed.
- Do not stack anything, such as books or other objects, on the tablet at any time.
- Do not place anything near the tablet that could put pressure on the screen.
- Do not place anything in the protective case that will press against the cover.
- Do not poke the screen or use a hard stylus or other instrument on the screen.
- Do not place anything on the screen before closing the cover (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth. Do NOT spray any liquid directly on the screen. Water, eye glass or glass cleaner may be sprayed on a cloth to clean the screen.
- Do not "bump" the tablet against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

4. USING YOUR TABLET AT SCHOOL

Tablets are intended for use at school each day. Tablets will be used to provide significant course content, provide access to the district Learning Management System (LMS), and provide access to the WebSIS Student Portal. Ultimately, the tablet will be used to access class materials, stored documents, presentations, web materials, instructional videos, podcasts, school messages, announcements, calendars, schedules, and other information. Students must be responsible to bring their tablet to all classes.

4.1 Tablets Left at Home

Students are expected to bring their Tablet with them every day. In the unusual circumstance where a student does not bring their tablet, they may be able to use a loaner tablet provided by the building office. Repeat violations will result in losing take-home privileges of the tablet.

Loaner tablets must be returned to the building office by the end of the school day.

4.2 Tablet Undergoing Repair
If available, loaner tablets <u>may be issued</u> to students if their tablet requires repair or warranty service.

4.3 Charging Your Tablet's Battery
Unless other classroom arrangements are instituted, tablets must be brought to school each day in a fully charged condition. Students need to charge their tablets each evening. Repeat violations of this policy will result in disciplinary action.

Tablets have an 8-10 hour life on each charge. Therefore, if you start the day with the tablet fully charged you should have sufficient charge to utilize the tablet in all classes. In cases where use of the tablet has caused batteries to become discharged, students may be able to connect their tablet to a power outlet in class or at one of the portable charging stations.

4.4 Screensavers, Media, and Other Content
- Inappropriate media or content are not allowed on the tablets.
- All backgrounds and titles must be appropriate and in good taste at the sole discretion of the teacher and building administrator.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Unless otherwise instructed, passcodes must be used on the iPad to provide additional security.

4.5 Sound
Sound <u>must be muted</u>, at all times unless earbuds are being used or permission is obtained from the teacher to play sound for instructional purposes or activities. Students may only use earbuds or headphones in the classroom with permission of the teacher and for instructional purposes.

4.6 Printing
Students will have access to print essential school related items using printers in classrooms and computer labs. Students must have the teachers' permission to print materials. Please remember to only print essential information. Saving a document as a pdf file for later reference on your tablet may be a more efficient means of gathering and storing information.

It is likely that printers from all buildings will show up in the print options. Students must

be careful to select the correct printer or the print job may go to the wrong building.

5. MANAGING YOUR FILES & SAVING YOUR WORK

5.1 Saving Files, Work, and Other Data
Students will have their own workspace where they can save documents and files. A student "locker" function is available in My Big Campus as well as in our Learning Management System (LMS). Students also have storage space for documents in their Google Apps account. These are all "cloud based" storage solutions which will provide access to student documents from any Internet connected computer.

Specific details and instructions for saving files and work will be provided through the classroom teacher.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. *Computer network and/or tablet malfunctions are not an acceptable excuse for not submitting work.*

5.2 Other Cloud Storage Options
You may NOT use iCloud with your iPad, but you may use other "cloud storage" options such as the locker in My Big Campus, the locker in EDU 2.0, Dropbox, or other storage services. Remember that photos and movies take up a lot of storage space. You will not be able to keep large numbers of photos or movies on your iPad or your will run out of space. Therefore, students should establish other "cloud storage" options in order to store photos and movies and backups of other files. Many photo sites offer options for limited photo storage and some sites offer storage for movies.

6. INSTALLED APPLICATIONS AND SOFTWARE

6.1 Originally Installed Applications
The apps and icons originally installed by the GSD must remain on the tablet in usable condition and be easily accessible at all times. Students should not change or move the apps on the first screen of the iPad.

From time to time the school may add specific applications, ebooks, audio books, or podcasts for use in a particular course. Licensing rules will dictate if these items must be removed when the student is no longer in the course.

6.2 Student Installed Apps
Students are allowed to install a limited number of personal apps that meet the appropriate use guidelines. Students are limited to 20 personal apps at any one time unless they have special permission from a teacher or administrator.

6.3 Classroom Apps
Teachers may request that students install specific apps related to a particular subject or grade. These apps do not count against the student's limit of 20 personal apps.

Classroom apps should be organized into folds for ease of use. Students should remove classroom apps when they are no longer needed in order to maintain adequate space on their iPad.

6.4 Mobile Browser
A content filtered mobile web browser will be installed on all iPads. Students must use the supplied mobile web browser and may not download or attempt to download any other web browser. Students may not attempt to re-activate the Safari browser. Students may not attempt to bypass the installed, filtered browser. Violating any of these requirements will result in disciplinary action.

6.5 Recorded Audio, Video, and Photos
Students may not use their iPad camera to take photos or movies on campus without the permission of a teacher or administrator. Students may not use their iPad to take a photo or movie of a person without that person's knowledge and permission. Students may not record audio without a person's permission or knowledge.

6.6 Additional Apps, Music, and Podcasts
It is the responsibility of individual students to be aware of additional applications and files loaded onto their tablet. Students are responsible for maintaining the integrity of software required for facilitating academic activities.
- App download restrictions are in place to provide a safe and educational environment.
- From time to time, instructors may have specific applications that are needed for a particular class. The instructor will provide information on installing and managing these applications.
- Any additional applications must be appropriate for the school environment and may not infringe on the productivity of the classroom setting.
- Violent games and computer images containing obscene or pornographic material are banned.
- Any additional applications deemed inappropriate by the administration or technology team will result in disciplinary action.
- Music, video files, podcasts, apps, or data that are deemed inappropriate by the school district may be removed and the student may be subject to disciplinary action.
- Any student purchased items may be lost during general tablet maintenance. It will be the responsibility of the student to insure that such items are backed up in a manner they can be retrieved. The district assumes no liability for any loss of student added apps, music, videos, or other items.
- Students may install their own music, videos, and podcasts subject to the restrictions established on the iPad and if the items are appropriate and in good taste. Installing such items must not interfere with educational operation of the iPad.
- Remember that you may NOT sync your iPad to any computer or iCloud account. Specific instructions on how to manage music, apps, and podcasts will be provided in the FAQ or in an additional document.

6.7 Inspection

The district reserves the right to inspect any district owned device or, with reasonable suspicion, any student owned device to insure that the device is being properly maintained in accordance with district requirements. Students will be selected at random for inspection or upon reasonable suspicion. When selected, the student must provide their tablet for inspection.

6.8 Procedure for Re-setting Devices

If technical difficulties occur, illegal software is discovered, or inappropriate materials are found, the tablet may be reset to new conditions to correct the issue. The district does not accept responsibility for the loss of any data, apps, or other content that may be deleted due to a re-format reset.

6.9 Software and Application Upgrades

Upgrade versions of licensed software and applications are available from time to time. Students will be informed when software is available and will be provided with the instructions detailing the process for installing updates. Some updates will only be installed during the annual maintenance window.

7. ACCEPTABLE USE

Students are bound by the Gideon No. 37 School District Network/Internet User Agreement (Acceptable Use Policy - AUP) published annually in the student handbook and available on the Gideon School District website. Receipt of the handbook constitutes acceptance and understanding of the Network/Internet User Agreement (AUP).

The most recent copy of the Network/Internet User Agreement (AUP) can be found at: http://gideon.k12.mo.us/Technology/Network-User-Agreement.pdf

8. PROTECTING & STORING YOUR TABLET COMPUTER

8.1 Tablet Identification

Student tablets are labeled in a manner specified by the school. Tablets can be identified in the following ways:

Record of serial number and school district asset tag
Individual User account name

Students are not allowed to remove, deface, or modify any district or product labeling. Violations will result in disciplinary action.

8.2 Tablet Access and Storage

Protective folio cases are provided for the tablets. These cases have sufficient padding to protect the tablet in normal treatment situations and provide a suitable means for carrying and storing the tablet within the school environment. In nearly every instance,

the tablet should remain in the case while being used. The folio case provides a number of safety and ease of use features.

During the orientation period, student overnight use of tablets may be restricted. After the appropriate orientation period the following guidelines for home use will apply.

Students in grades 6-12 are encouraged to take their tablets home every day after school, regardless of whether or not they are needed. **Tablets should not be stored in a student's vehicle** at school or at home.

Students in grades 4-5 will be allowed to take the tablets home overnight as directed by the teacher. If deemed appropriate, by the second semester of grade 5 students may be allowed to take their tablet home every night. **Tablets should not be stored in a student's vehicle** at school or at home. Modifications to the take-home procedures in grades 4 and 5 may be instituted as necessary.

Students in grades Pre K – 3 will use tablets at school. A classroom set of tablets will eventually be available to 3rd graders to provide for 1:1 access during the school day. Students in grades 2 and below will eventually share tablets or have a few tablets available in each classroom.

8.3 Loss or Damage
In cases of theft, vandalism and other criminal acts, a police report, or in the case of a fire, a fire report MUST be filed by the student or parent. A copy of the police/fire report must be provided to the principal's office. If the student/parent has purchased the Gideon Tablet Protection Plan (GTP) (see section 9), the loss may be covered under the plan. This would limit the student liability. If it is determined by the school or the repair facility that there was intentional damage to the tablet, then the student/parent will be responsible for full payment of the intentional damage.

8.4 Tablets Left in Unsupervised Areas
Under no circumstances should tablets be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, locker rooms, library, unlocked classrooms, unlocked lockers, bathrooms and hallways. Any computer left in these areas is in danger of being stolen.

Unsupervised tablets will be confiscated by staff and taken to the Office. If a student violates this requirement, a fine of $5.00 will be assessed the first time. Additional fines and disciplinary action may be assessed for subsequent offenses, including loss of tablet privileges.

9. REPAIRING OR REPLACING YOUR TABLET COMPUTER

9.1 Manufacturers Warranty
This coverage is part of the purchase price of the equipment. The manufacturer warrants the tablets 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 tablet or tablet replacement. The manufacturer's warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses. Please report all tablet problems to the designated office.

9.2 Accidental Damage Protection

The Gideon School District will provide optional coverage to protect the tablets against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters.   If purchased, this coverage will provide for damage caused by fire, theft, vandalism, and accidental or infrequent damage as per the guidelines of the Tablet Protection Plan. District personnel will assess the tablet damage and repair or replace the machine. Necessary repairs will be handled through the district selected vendor. Please report all tablet problems to the designated office.

9.3 Gideon Tablet Protection Plan (GTP)

Each student **may** obtain tablet protection coverage through the Gideon Tablet Protection plan (GTP). Without this protection plan, students are responsible for the full cost of any repair or replacement.

The Gideon Tablet Protection plan (GTP) is available for students and parents to cover tablet replacement or repair in the event of fire, theft, vandalism, or accidental damage (including accidental spills), and power surges. The protection cost is $50.00 annually for each tablet. There will be a $50.00 deductible charge for the first claim, $75.00 for the second claim, and full price replacement after that. Replacement under this plan may be with a used or refurbished device of similar functionality.   The protection plan does not cover cosmetic damage.

9.4 Claims

All protection plan claims must be reported to the office. In the case of loss by fire, theft, or vandalism, students or parents must file a police or fire report and bring a copy of the report to the principal's office before a tablet can be repaired or replaced with School District Protection Plan.

Fraudulent reporting of fire, theft, vandalism, or accidental damage will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action.

The District will work with the New Madrid County Sheriff's Department to alert pawnshops and police departments in the area for any theft or loss of District-owned equipment.

9.5 Tablet Tracking and Recovery

All tablets have built in tracking capability. This functionality can assist district personnel and law enforcement officials with the retrieval of lost or stolen tablets. This application can also lock and wipe an iPad, rendering it unusable.

10. TABLET TECHNICAL SUPPORT

District technology staff or building offices will coordinate the repair work for tablets. Services provided include the following:

Hardware maintenance and repairs
User account support
Operating system or software configuration support
Application information
Tablet resets and reinstallation
Updates and application installations
Coordination of warranty repairs
Distribution of loaner tablets and power adapters