

Flemington Raritan School District
Copper Hill ESL iPad 1:1 Guidelines and Policies

This year, we are working to provide a unique learning opportunity for ESL students at Copper Hill School in the Flemington Raritan School District (FRSD). Each ESL student will receive an iPad to use as an integral part of his/her learning. Since technology plays such an important role in the lives of our students, we expect that students will use these iPads to become responsible digital citizens, collaborate as a community of learners, seamlessly use digital tools within their everyday learning, and personalize their instruction.

We recognize that learning continues beyond the school day, so it is our intent that these iPads will travel back and forth between home and school with each student. FRSD believes that 1:1 technology is about learning, not the device. Our goal with this iPad initiative is to help promote and enhance learning as well as better prepare students for success in and out of schools. Our instructional focus will be on teaching students how to effectively and efficiently access and use online information and digital tools.

Your children have been born into a digital world and are motivated, engaged and empowered by technology. We believe it is our obligation to teach students to actively use technology in a responsible way rather than read about it and this initiative is a step in that direction.

1. RECEIVING YOUR iPad & iPad CHECK-IN

a. Receiving Your iPad

- i. Parents & students must sign and return the Student Pledge document before the iPad can be issued (Please review the iPad Protection plan included in this handbook).
- ii. iPads will be distributed after ESL teacher goes through guidelines and policies with students

b. iPad Check-in

- i. iPads will be returned during the last month of school so they can be checked for serviceability. If a student transfers out of Copper Hill School during the school year, the iPad must be returned at that time.

c. Fees for missing or damaged iPad

- i. Individual school iPads and accessories must be returned to Copper Hill at the end of each school year. Students who withdraw or leave the for any other reason must return their school issued iPad. If a student fails to return the iPad at the end of the school year or upon leaving the District, they may be subject to financial liability until the iPad is returned or associated fees are received. Failure to return the iPad within 5 working days after leaving the District, may result in a theft report being filed with the Flemington Police Department.

2. 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 reported on the District HelpDesk site by the ESL teacher in order for the District IT department to evaluate the problem.

a. General Precautions

- i. The iPad is school property and all users will follow this policy and the District [Acceptable Use Policy](http://www.frsd.k12.nj.us/Page/7464) for Technology. <http://www.frsd.k12.nj.us/Page/7464>
- ii. Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- iii. Cords and cables must be inserted and disconnected carefully to prevent damage to the iPad.
- iv. iPads must never be left in an unlocked car or any unsupervised area.
- v. Students are responsible for keeping their iPad's battery charged for school each day.
- vi. If students use skins and stickers to personalize their iPad case they must be removed without damage to the device or case prior to returning to the school.

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

- i. iPads should always be within the protective case and secured.

- ii. Students should be careful placing iPads in backpacks to avoid placing too much pressure and weight on the iPad screen.
- c. Screen Care - The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.
 - i. Do not lean on the top of the iPad when it is closed.
 - ii. Do not place anything near the iPad that could put pressure on the device.
 - iii. Clean the screen with a soft, dry cloth or anti-static cloth.
 - iv. Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

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

- a. iPads Left at Home
 - i. If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present.
- b. iPad Undergoing Repair
 - i. Loaner iPads may be issued to students when they leave their iPads need repair. There may be a delay

in getting an iPad should the school not have enough to loan.

c. Charging Your iPad's Battery

- i. iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening.

d. Screensavers/Background photos

- i. Any media deemed inappropriate by your ESL teacher or other staff at Copper Hill may not be used as a screensaver or background photo.

e. Sound, Music, Games, or Programs

- i. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- ii. Music is allowed on the iPad and can be used at the discretion of the teacher.
- iii. Students are responsible for carrying earphones at all times.
- iv. Students are not permitted to download applications and games. Any personally downloaded games and applications (apps) may be removed.

f. Printing

- i. Printing is discouraged in order to preserve resources. However, printing will be available through a request to the teacher. Students can work with teachers to print in instances where printing cannot be avoided.

- ii. Printing at home will require a wireless printer, proper settings on the iPad and the correct app.
- g. Home Internet Access
 - i. Students are allowed to connect to wireless networks on their iPads. While at home, students will be access the internet through our web filtering to prevent inappropriate use of the internet. The rules and policies on the District AUP on this document are also applicable at home. Violations of District AUP at home may result in student not being able to bring the iPads home.
 - ii. Students experiencing Internet issues at home should contact their Internet Service Provider (ISP) for support.
 - iii. If a student does not have Internet access at home, information on affordable Internet plans are available through Comcast at <http://www.internetessentials.com/>

4. **MANAGING YOUR FILES & SAVING YOUR WORK**

- a. Students that wish to save documents or other work should use their Google Drive. Storage space will be available on the iPad – BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.
- b. Network Connectivity - The FRSD makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

5. SOFTWARE ON IPADS

- a. Originally Installed Software - The software apps originally installed by FRSD must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications for particular use. Periodic checks of iPads will be made to ensure that students have not removed required apps.
- b. Additional Software - Students are allowed to download up to 2 GB of extra software/apps on their iPads. FRSD will synchronize the iPads so they contain necessary apps for academic work. In this event, student purchased/downloaded apps will be removed. In the event that space is needed on iPads for academic related apps, student downloaded/purchased apps will be removed as will other media such as music, videos or pictures if necessary. Students will not synchronize iPads to home syncing accounts.
- c. Inspection - As with all other District technology, student iPads may be looked at for security or other purposes. If a student's device is requested for an inspection passwords to unlock device must be provided. FRSD reserves the right to confiscate the device for any reason at any time if inappropriate materials are found on the device.
- d. Procedure for re-loading software - If technical difficulties occur, illegal, or non-FRSD installed software or apps are discovered, the iPad will be restored from backup. The school does not accept responsibility for

the loss of any software or documents deleted due to a re-format and re-image.

- e. Software upgrades - Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates and synching.
- f. Apple ID and iTunes - Students may use an existing Apple ID/iTunes account or create one. This is the only iTunes account that should be used on the iPad. Students will retain ownership of any apps, music, videos, etc. purchased for them with school funds.
- g. Find My iPad - In addition to a variety of district security measures, “Find My iPad” will also be activated. FRSD will set up “Find My iPad”. If a device is lost or stolen, the student will work with FRSD IT or Administrative 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. ACCEPTABLE USE

- a. Parent/Guardian Responsibilities
 - i. Talk to your children about values and the standards that should be followed 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.
 - ii. During registration, back to school night, or other scheduled time you are required to receive necessary information regarding the 1:1 program and sign the Acceptable Use Policy form.

- iii. Should you want your student to opt out of taking an iPad home, your student will be assigned an iPad to be checked out and returned at the end of each school day. Your student is responsible for meeting course requirements.

b. School Responsibilities

- i. Provide Internet access at school.
- ii. Provide information on home Internet options.
- iii. Provide academic Google account (username@frsd.us) to its students.
- iv. Provide Internet blocking of inappropriate materials as able while utilizing FRSD Internet.
- v. Provide staff guidance to aid students in doing research, and academically related activities, help ensure student compliance of the acceptable use policy.

c. Student Responsibilities

- d. Read (if applicable), understand and follow the FRSD Acceptable Use Policy for technology
- e. Use computers/devices in a responsible and ethical manner.
- f. Obey general school rules concerning behavior and communication that applies to iPad/computer use.
- g. Technology resources shall be used in an appropriate manner that does not result in the informational damage of school equipment.
- h. Physical damage to devices should be reported immediately to school staff.
- i. Secure iPad devices against theft or loss.

- j. Help FRSD protect our computer system/device by contacting an administrator about any security problems they may encounter.
- k. Monitor all activity on their account(s).
- l. Students should always turn off and secure their iPad after they are done working to protect their work and information. Securing the iPad includes storing device out of sight and in a safe location.
- m. Return their iPad to FRSD IT at the end of school year.

Flemington Raritan School District
Copper Hill ESL iPad 1:1 Student/Parent Pledge Form

1. I will take care of my iPad as identified in the Flemington Raritan School District Copper Hill ESL iPad 1:1 Guidelines and Policies and Acceptable Use Policy.
2. I will do my best to never leave the iPad unattended.
3. I understand the iPad is my responsibility and I will not loan it to other individuals.
4. I will know where the iPad is at all times.
5. I will bring a charged iPad to school daily.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
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 the case provided.
9. I will use my iPad in ways that are responsible, appropriate, meet FRSD expectations and are educational.
10. If I place decorations (such as stickers, markers, etc.) on the iPad case, I will remove them without damage to device or case prior to checking in the device.
11. I understand that my iPad is subject to inspection at any time, without notice and remains the property of FRSD. I will provide the iPad passcode to staff, immediately upon request.
12. I will follow the policies outlined in the Flemington Raritan School District Copper Hill ESL iPad 1:1 Guidelines and Policies while at school, as well as outside the school day.
13. I understand that inappropriate content found on the device is subject to disciplinary action.
14. I agree to return the District iPad, case, power cords, and any other accessories in good working condition.

I agree to the stipulations set forth in the above documents including the Flemington Raritan School District Copper Hill ESL iPad 1:1 Guidelines and Policies, the Acceptable Use Policy and the Student/Parent Pledge for iPad Use.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Email Address: _____

Parent Signature: _____ Date: _____