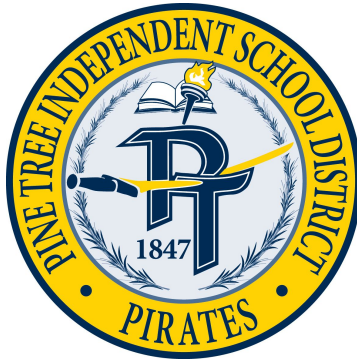


# Pine Tree Junior High School 1:1 iPad Program Handbook 2016-2017



## **1. Program Description**

The purpose of the 1:1 iPad Program at Pine Tree Junior High is to enhance instruction and prepare students for their future in a world of digital technology and information. PTJH will ensure that technology is seamlessly integrated throughout our educational program. The use of individual iPads is a way to empower students to learn real-world technology skills that will be needed for the university and work world. PTJH chooses to promote continuous and dynamic interaction among students, educators and parents using technology as the means of communication. Technology immersion does not diminish the vital role of the teacher. Using digital tools can transform the teacher's role from a "teller" of information to a "facilitator and coach" of the learning process.

## **2. Receiving Your iPad**

iPads will be distributed on a day designated and advertised by the school. Parents and students must sign the iPad document and agree to terms outlined in the 1:1 Handbook.

All students will be issued an iPad. Any special arrangements must be made through the office.

## **3. iPad Ownership, Collection and Inspection**

School issued iPads are owned by PTISD and loaned to students. The district retains ownership of the devices unless otherwise specified in writing. The district and its technology and administrative staff members may inspect the devices at any time.

If at any time the iPad needs to be collected for maintenance or inspection, the student and parent agree to make it available to District staff as soon as possible.

Students who withdraw from the District will be required to turn in their iPad as part of the withdrawal process. Any charges resulting from damages to the iPad will be required to be paid at the time of withdrawal. Failure to turn in iPad upon withdrawal will result in a police report being filed for theft.

All iPads will be turned into the media center before leaving for the summer.

## **4. iPad Care**

Students are responsible for the general care of the school issued iPad. iPads that are broken or fail to work properly should be turned over to the PTISD Technology Department, or a representative, as soon as possible for repair / replacement. Under no circumstances should the user try to repair the device.

## **General Precautions**

- No food or drink is allowed next to your iPad
- Cords and cables should be removed carefully
- iPads must never be left in unsupervised areas

- Do not place anything heavy on top of your iPad
- Never remove the iPad case or plastic screen cover for any reason

Students and their parent/guardian will be held responsible for damage to an iPad that occurs at anytime including the student's home. Students should ensure that their iPad is secured at all times and that others do not have access to it. Students should treat their iPad with extreme care because it will become an integral part of their Junior High experience, and they will be held financially responsible for damages that occur to the device.

## **5. Using iPad at School**

iPads are intended for use at school every day. Students must bring their iPad fully charged each day unless instructed not to do so by a teacher or administrator.

If a student leaves their iPad at home they **may** be provided a loaner iPad if one is available. An academic consequence may be applied for failure to bring your iPad if the daily class work requires its use. The teacher will make this decision.

## **6. Loaner iPads**

Loaner iPad may be issued to students whose iPads are undergoing repairs, if available. See the iDoctors in the PTJH Media Center for this service.

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

Students will be expected to utilize Google Apps for Education, including Google Drive for storing work in "The Cloud." Saving and backing up files is the sole responsibility of the student. PTJH will provide a reasonable amount of training for students about using Google Apps.

## **8. Appropriate Content**

District issued iPads are the sole property of PTISD. As District property, teachers, administrators or technology staff members can inspect iPads at any time. Any inappropriate material associated with a student-used iPad will result in disciplinary consequences as outlined in the PTISD Student Code of Conduct. School administrators and technology staff members will be responsible for determining what is considered to be inappropriate. Examples of prohibited content include, but are not limited to: pornography, profanity, bullying, references to alcohol, drugs, gangs or violence, rumor spreading or inciting violence between others.

All local, state and federal laws will apply to the storage and transmission of prohibited material such as copyrighted material, threats, obscenity or computer viruses. All suspected violations of the law will be referred to the appropriate officials for investigation and may result in school consequences in addition to actions by law enforcement. PTISD will fully cooperate with all law enforcement agencies regarding suspected violations of the law involving school issued iPads.

If a student accidentally encounters inappropriate content on their school-issued iPad, they should not show anyone else but close the page and report immediately to school personnel. Failure to report will result in consequences if school staff discovers the content at a later date.

## **9. Violations and Consequences**

Certain actions by students while using District issued iPads are strictly prohibited no matter where the behavior occurs. Some of these actions include, but are not limited to:

- Accessing or damaging another person's online materials, information or files without permission
- Accessing another person's computer without permission
- Using the iPad or school network for any purpose deemed inappropriate or possibly disruptive by school administration
- Releasing any personal information concerning another person
- Engaging in any bullying, harassing, threatening or teasing activities
- Promoting or soliciting any illegal activities
- Attempting to repair, remove or alter iPad contents in any way, including apps, or other district purchased or installed programs
- Violating copyright or other protected material laws
- Subscribing to online content deemed inappropriate by District officials
- Soliciting emails or contact from strangers
- Making unauthorized videos or taking unauthorized photos
- Intentionally wasting school resources
- Installing or launching any unauthorized software
- Attempting to gain unauthorized access to any District files or networks or taking any measures to bypass District Internet filters
- Unauthorized ordering of services, goods and materials that incur a cost to the District or create a disturbance
- Perpetuating jokes, pranks or threats that could impede the orderly operation of the school or District
- Using another person's name, photograph or likeness to create false online profiles
- Falsifying any technology related documents, permissions or forms
- Taking unauthorized photos, videos or voice recordings at any time
- Deleting files or folders to avoid detection by District staff
- Any actions involving District technology or networks that causes or could potentially cause any disruption of the school environment or any PTISD activity

The use of District issued iPads and networks is a privilege provided to students of PTISD. All violations of the Acceptable Use Policy and the regulations in this Handbook could result in suspension of technology privileges, revocation of technology privileges, restrictions placed on the device itself, as well as disciplinary consequences as outlined in the PTISD Code of Conduct.

## **10. Email & Apple ID**

Each student will be assigned a Gmail account through PTISD. Students are expected to use their school issued email account responsibly. Students should not expect privacy with their school issued email account and school staff may inspect student email during the investigation of suspected violations of PTISD Code of Conduct, or for other good cause as determined by school administration. Email addresses will be assigned by the district and will be restricted to email within the domain. Personal information obtained from the email addresses will not be distributed and will remain confidential. Students may not create or use personal Apple ID on the school-issued iPad.

## **11. iPad Security**

iPads are never to be left in unsupervised or unsecured areas. Any iPad found unsupervised and unsecured will be confiscated and taken to a secure location. Students will have to speak to an administrator to retrieve a confiscated iPad. This could result in an office referral and disciplinary consequences.

iPads must be in a locked area (locker, classroom, office) at all times when not under direct control by the student. Failure to follow this rule could result in theft or vandalism of the iPad.

Under no circumstances are iPads to be loaned to other students, siblings or parents. Students and their parents will be responsible for repair or replacement costs associated with iPad damage due to inappropriate handling. Damages will be the financial responsibility of the student/parent. District technology staff and school administration will be solely responsible for determining cost associated with these incidents.

Students may not take iPads with them to extracurricular events. They must be locked in lockers or an office before departing.

PTJH students for whom the device was issued are the only persons who may use iPads. Trading iPads or borrowing others' devices is not allowed. Adding additional accounts or mixing login information can compromise iPad security and interfere with the school's software and networks. Therefore, students will not be allowed to use an Apple ID for given access to create accounts.

## **12. iPad Repair and Replacement**

- Lost, stolen or damaged iPads must be reported immediately to campus technology or administrative staff - don't wait and try to find it yourself
- Replacement costs (where applicable and determined by PTISD Technology Administrators - if the evidence shows the damage was caused by neglect or negligence)
  - iPad = current replacement cost
  - Case = \$60.00
  - Chargers: Block - \$7 Cord \$6

- If an iPad is damaged, the District technology staff will determine if the device can be repaired. Parents will be responsible for repair or replacement costs (as detailed in incident procedures below). District technology staff will be solely responsible for making repair or replacement decisions.
- Damage - accidental (unavoidable by student)
  - \$50 Deductible for first incident of damage (consult with Principal about damage occurrence and how to prevent in the future)
  - \$100 Deductible for second incident of damage (student must check out iPad from library daily or check in with designated person to ensure safety of equipment and student)
  - Cost of repair (or replacement as decided by District technology staff) for third incident of damage
- Lost/Stolen
  - \$100 to replace iPad for first incident of loss/theft (consult with Principal about occurrence and how to prevent in the future)
  - Fair market value for device, case, and equipment missing for second incident of loss (student must check out iPad from library daily or check in with designated person to ensure safety of equipment and student)

### **13. iPad Technical Support**

PTISD will provide reasonable technical support for student iPads. Details about this support will be provided in an ongoing manner to students as they encounter difficulties. Students should report any iPad problems to campus technology staff right away - there must not be a delay in reporting. The iPad will be dropped off in the library with the student's name and the issue being reported. Tech Support will troubleshoot the issue and leave the iPad in the library for pick up. Student's will check with the library within 24 hours for possible iPad pick up.

### **14. iPad Thefts or Vandalism**

In cases of theft, vandalism and other criminal acts, a police or fire report MUST be filed by the student or parent within 24 hours. A full copy of the police/fire report must be provided to assistant principal immediately. If a loaner device is issued, the parent assumes full replacement cost in case of loss, damage or theft.

### **15. Keeping Your iPad Privileges**

Students must be in good standing with state attendance laws in order to maintain possession of their iPads. If the school is required to file truancy against a student, the students will immediately be required to return the iPad to the school. Failure to return iPad will result in applicable legal consequences or fines. Students can regain iPad access with successful attendance. Student is responsible for requesting the return of their iPad.

Students who are assigned to PACE (disciplinary alternative placement) must turn in their iPad to the Junior High office before they can begin their placement. Students who fail to turn in their iPad and cannot begin their PACE placement will be subject to

truancy charges. The iPad may be used by student during PACE placement; however, those arrangements will be made between the PACE principal and the Junior High staff.

Students that are assigned ISS will turn in the iPad to the ISS teacher upon arrival. If the student has an assignment sent from the teacher that requires the use of the iPad, the ISS teacher will issue and the iPad as needed. Teachers may provide alternate assignments during the placement in ISS at their discretion.

Using a school issued iPad for academic dishonesty may result in a combination of academic and disciplinary consequences. A student may lose iPad privileges in all classes if caught engaging in any academic dishonesty using the District's computers or network.

Students must turn over their school issued iPad to any school personnel immediately upon request. Failure to do so will result in confiscation and loss of use privileges as well as other school discipline.

## **16. Surveys and Focus Groups**

During the year, students participating in the 1:1 iPad program may be asked to complete surveys and, or participate in small focus group discussions. The results will be used to help the school determine the effectiveness of the program. Parents are welcome to review the surveys and focus group questions, or opt their child out of these surveys at any time by contacting the principal's office.

## **Student Responsibilities for 1:1 iPad Program**

Students must:

- Keep all passwords private/not allow others to access iPad
- Inform school administrators as soon as you become aware of any computer activity that might put others at risk or damage school property - ex: threats, bullying, computer viruses, hacking attempts etc.
- Use school issued iPad only for positive purposes and not allow any inappropriate material to be stored or viewed on it
- Not access, download or attempt to look at any inappropriate materials with school issued iPad at anytime
- Report any accidental access of inappropriate materials to a school administrator immediately
- Secure the school issued iPad at all times, never leaving it unsupervised in any unlocked location
- Turn over the school issued iPad to any school personnel immediately upon request
- Arrive at school each day with iPad **FULLY CHARGED**
- Report lost iPad to the school immediately
- File a police report for a stolen iPad and return copy of report to school within 24 hours. Notify PTJH administration immediately
- Report suspected network or technology security problems to an administrator immediately

- When iPads are returned, they must be returned with the charger and block. Students who do not have a charger and block upon return must purchase a replacement charger and block. Chargers will be sold to students at cost; the school will make no profit from the sale.

## **Parent/Guardian Responsibilities for 1:1 iPad Program**

Parent/Guardian must:

- Read and sign all iPad program documents
- Understand and accept the financial responsibilities associated with school issued iPad use
- Ensure that your student uses the iPad in a responsible manner and help keep iPad safe and secure
- Support the school in enforcing iPad use rules and policies
- Learn about the most effective ways to help your student use their device for educational purposes
- Attend an informational session or view the informational video prior to deployment

## **School Responsibilities for 1:1 iPad Program**

Personnel must:

- Provide iPad, charger and protective case to students eligible for the program
- Provide reasonable maintenance and upkeep for routine use
- Provide a secure area for students to store their iPad when not in use (classroom, locker or office)
- Provide a reasonable amount of training and instruction for students to be able to get the most out of their iPad
- Maintain wireless Internet access at school
- Provide an email address for each student
- Train teachers in instructional methods conducive to the effective use of instructional technology in the classroom



## PTISD - INTERNET/ACCEPTABLE USE POLICY

### *Responsible Use Guidelines*

Our students and employees use technology to learn. Technology is essential to facilitate the creative problem solving, information fluency, and collaboration that we see in today's global economy. While we want our students and staff to be active contributors in our connected world, we also want them to be safe, legal, and responsible. This Responsible Use Guideline (RUG) supports our vision of technology use and upholds in our users a strong sense of digital citizenship. This guideline applies to all Pine Tree Independent School District computer networks (including the resources made available by them), and all devices connected to those networks.

### *Responsible Use and Digital Citizenship*

**Respect Yourself:** Select online names, language/content and posts that are educationally appropriate. **Protect Yourself:** Do not publish personal details, contact details, or a schedule of activities. Unless otherwise authorized, owners of accounts are responsible for all activity initiated by and/or performed under these accounts. It is the owner's responsibility to appropriately secure account credentials and maintain and backup all data. If uncertain whether a specific computer activity is permitted or appropriate, a teacher/administrator must approve before engaging in that activity. **Respect Others:** Do not use technologies to bully or tease other people. Do not make audio or video recordings of students/employees without their prior permission. Posing as someone else is forbidden. **Protect Others:** Maintain a safe computing environment by notifying appropriate campus/department officials on inappropriate behavior, vulnerabilities, risks, and breaches involving district technology. **Respect Intellectual Property:** Suitably cite any and all use of websites, books, media, etc. and respect all copyrights. **Protect Intellectual Property:** Request to use the software and media that others produce.

### *General Guidelines*

- The purpose of a user account is to access the PTISD network and facilitate creativity and innovation. We use this network to support communication and collaboration. We use technology to extend research and information fluency, to collect and analyze data and to solve problems.
- Access is a privilege, not a right. Access entails responsibility, and inappropriate use may result in revocation of those privileges.
- **Students/Employees should have no expectation of personal privacy in any matters stored in, created, received, or sent through the PTISD computer network.** These are subject to review by PTISD at any time, with or without notice, with or without cause and without the permission of any student or parent/guardian or employee.
- A content filtering solution is in place to prevent access to certain sites that may contain inappropriate material, including pornography, weapons, illegal drugs,

gambling, and any other topics deemed to be of non-educational value by PTISD.

### ***Government Laws***

Technology is to be utilized in conformity with laws of the United States and the State of Texas. Violations include, but are not limited to, the following:

- Criminal Acts – These include, but are not limited to:
  - Cyberstalking
  - Vandalism
  - Harassing email
  - Child pornography
  - Cyber bullying
- Unauthorized tampering
  - Libel Laws – You may not publicly defame people through published material.
  - Copyright Violations – Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), and/or engaging in plagiarism.

### ***Google Apps and Other Third Party Accounts***

In accordance with our district mission, goals, and our vision for technology our students/employees may require accounts in third party systems. These accounts will be used at school for school related projects but may also be accessed outside of school. The use of these accounts will help our students/employees master effective and proper online communications as required in the PreK-12 Technology Applications Standards.

# PTJH 1:1 iPad Program Handbook Acknowledgement - 2016-2017

(PRINT NEATLY PLEASE)

Student's full name \_\_\_\_\_

Student's PTISD ID# \_\_\_\_\_

Student's enrolled grade \_\_\_\_\_

Parent/guardian name \_\_\_\_\_

Parent/guardian name \_\_\_\_\_

Home address \_\_\_\_\_

Telephone number(s) cell \_\_\_\_\_

Telephone number(s) work \_\_\_\_\_

Telephone number emergency \_\_\_\_\_

Telephone number other \_\_\_\_\_

*I have read, understand, received a copy of, and will abide by all the sections of this handbook. I understand that iPad privileges can be revoked based on failure to abide by established rules. I have viewed the Parent Orientation Video provided by PTISD via the provided web-link. I understand that watching the video is not a substitute for reading this entire handbook. I agree to pay any fees for damages to the iPad. I understand that the iPad is to be used for educational purposes only. I give permission for my child to have and use a school issued email account.*

*I agree to allow my child to participate in school surveys and/or focus groups.*

*I do not want my child to participate in school surveys and/or focus groups.*

## SIGNATURES

Student \_\_\_\_\_

Parent \_\_\_\_\_

Date \_\_\_\_\_

## PTJH Email Parental Consent Form

Dear Parent/Guardian,

This year your student will have the opportunity to infuse technology into their daily learning experiences here at Pine Tree Junior High. Our goal is to provide them with a learning experience that is more reflective of the 21st century and to collaborate online with their fellow students and teachers. Our district is a Google Apps For Education district (GAPE) and we use programs such as Google Docs, Sheets, Slides, Forms and Google Classroom. In order for your student to participate in these activities, a school email address will be required. However, your student falls under the guidelines of COPPA, the Children's Online Privacy Protection Act. In order for your student to participate, you will need to provide consent for the district to create a school email address. Your student's school provided email will be limited to the school domains. This simply means that anyone that corresponds with your student through email must have an address that ends with **@ptpirates.org** or **@ptisd.org**. Please read through this document carefully and thoughtfully before agreeing to any of its terms and conditions. For more information on the COPPA rules, please go to <https://goo.gl/RrcQ9F>.

In compliance with the COPPA rules, we are informing you that your student's first and last name will be used to create a school email account. No other personally identifiable information will be used to create the account. We will use Google mail (gmail) to create the account and the information obtained will be kept confidential. If you would like to review the personal information used to create the account, please contact the Junior High office at (903) 295-5081. If at any time you choose to opt-out after allowing consent, please contact the Junior High office and your student's email will be disabled.

Please fill in your student's name and then initial beside each box and sign below to acknowledge your consent. Not returning the form will automatically opt your student out.

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(Your Student's Name)

- I agree to allow my student's first and last name to be used to create a school email account.
- I understand that my student's email will be used to communicate with both teachers and other students and may require accounts in an educational third party system.
- I understand that the school will maintain confidentiality, security and integrity of the information collected and they will take reasonable steps to release information only to parties capable of maintaining confidentiality and security.
- I understand that at any time, I can choose to opt-out and have my student's email disabled by contacting the Junior High School office.
- I understand that the information collected will be available as long as necessary to fulfill the purpose for which it is collected. After which, it will be deleted to protect against unauthorized use.

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(Parent/Guardian Signature)

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(Date)

## Student iPad User Agreement

### **THIS IS THE FORM STUDENTS WILL RECEIVE AND SIGN UPON DEPLOYMENT**

#### **As a borrower of a Pine Tree ISD iPad**

- I have signed and will follow the guidelines established in the **Pine Tree ISD Student Technology Handbook, Student Code of Conduct, and Student Handbook.**
- I will follow the guidelines listed below for proper care of the iPad.
- I will report any problems / issues I encounter while using the iPad to school authorities.
- I understand that resetting the iPad to factory setting may be a course of action for any repairs or modifications on the iPad and this may result in a loss of data.
- I understand that it is my responsibility to turn in my iPad for updates periodically throughout the school year.
- I understand that the primary use of the iPad is as an instructional tool.

#### **Guidelines for Proper Care of the iPad**

- The iPad is not to be loaned to anyone.
- I will not remove the case that has already been placed on the iPad by the technology department.
- I will not write on or place any labels or stickers on the iPad.

Proper care is to be given to the iPad at all times, including but not limited to the following:

- Keep food and drink away from the iPad.
- Do not leave the iPad out in extreme heat or cold.
- Do not attempt to repair a damaged or malfunctioning iPad.
- Do not upgrade the iPad operating system.
- Use the appropriate iPad A/C adapter to charge the iPad.

Proper security is to be provided for the iPad at all times, including but not limited to, the following:

- Do not leave the iPad unattended in an unlocked classroom or during an extracurricular activity.
- Do not leave the iPad in an unlocked vehicle.

#### **iPad Management**

- **Do not sync the iPad to personal or school computers**
- District purchased apps will be added to student iPads using FileWave software.
- To protect the students and the district from loss of an iPad, the FindMyiPad service must remain on at all times.

## PTJH / Student iPad Acceptance Form

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

Campus: Junior High

I understand that the iPad, equipment, and / or accessories that Pine Tree ISD has provided to me are the property of Pine Tree ISD. I agree to the terms outlined in the Pine Tree ISD iPad User Agreement and the **Pine Tree ISD Student Technology Handbook**.

I understand that I will report any damage, loss, or theft of the iPad to Pine Tree ISD personnel immediately. In addition, I understand that I may be held responsible for reimbursement for loss, damage, or repair of my mobile device, no matter where it occurred, in accordance with the policies outlined in the **Pine Tree ISD Student Technology Handbook**.

I understand that a violation of the terms and conditions set out in the Student iPad User Agreement and the **Pine Tree ISD Student Technology Handbook** will result in the restriction and/or revocation of my use of a Pine Tree ISD iPad, equipment, and/or accessories.

### Items Received:

Item	Loaned		Condition	
iPad	Yes	No	New	Used
Power Supply and Cable	Yes	No	New	Used
iPad Case	Yes	No	New	Used
Screen Protector	Yes	No	New	Used

I have read, understand, received a copy of, and will abide by all the sections of this handbook. I understand that iPad privileges can be revoked based on failure to abide by established rules. I have viewed the Orientation Video provided by PTISD either in person, at an event, or on my own with a provided web-link. I understand that watching the video is not a substitute for reading the entire handbook.

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

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