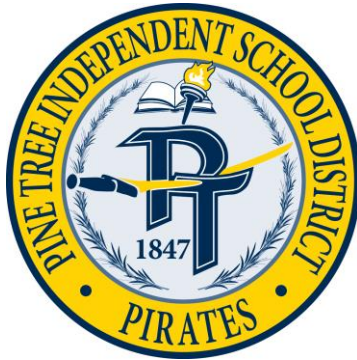


Pine Tree Junior High School Technology/iPad Guidelines 2018-2019



1. Program Description

The goal of 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 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. Access to iPads

All teachers will be issued a classroom set of iPads for student use. Students will use iPads during instruction in all core classes.

3. iPad Care

Students are responsible for the general care of the iPad issued for classroom instruction.

General Precautions

- No food or drink is allowed next to the iPad
- Cords and cables should be removed carefully
- iPads must never be left in unsupervised areas
- Do not place anything heavy on top of the iPad
- Never remove the iPad case or plastic screen cover for any reason

Students should ensure that the iPad is secured at all times and that others do not have access to it. Students should treat the iPad with extreme care because it will become an integral part of their Junior High experience, and they could be held financially responsible for damages that occur to the device.

4. 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 classroom training for students about using Google Apps.

5. 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 iPads.

If a student accidentally encounters inappropriate content on the 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.

The use of district iPads and networks is a privilege provided to students of PTISD. All violations of the Acceptable Use Policy and these guidelines could result in suspension of technology privileges, revocation of technology privileges, as well as disciplinary consequences as outlined in the PTISD Code of Conduct.

Student Responsibilities

Students must:

- 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 iPads 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 the iPad at anytime
- Report any accidental access of inappropriate materials to a school administrator immediately
- Secure the iPad at all times, never leaving it unsupervised in any unlocked location
- Turn over the iPad to any school personnel immediately upon request
- Report suspected network or technology security problems to an administrator immediately.

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 Pre-K to 12 Technology Applications Standards.