

Paw Paw Public Schools

# Technology Program



**1:1 Digital Learning: Guides Lines & Expectations**

# 1

## Overview

**“You Have the Power to Fulfill Your Dreams!”**

— Tae Yun Kim,



# Mission & Vision Statement

- The Ready? initiative will level the playing field, enabling all students to think critically, be creative, and have the courage to take risks, as they become College, Career, and Community ready.
- Students who are able to navigate the world of technology to enhance their success.

## Quick Links

**[Insurance Document](#)**

**[Acceptable Use Document](#)**

# Program Outline

- Paw Paw Public School is excited to implement the 1:1 Digital Learning. This iPad Program is to provide equitable 21st Century tools and resources necessary for our students to be successful and engaged learners. In order to achieve academic excellence, today's students require access to educational experiences that seamlessly integrate technology throughout the educational program.
- This program seeks to provide our students with learning opportunities beyond the normal school day through the use of the Apple iPad. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for their educational and career future. Teaching and learning through the integration of iPads not only will increase student engagement and ownership of learning, but allows for effective transformation of curriculum that can take place anywhere and at anytime.
- By using technology effectively, we believe it will lead to increased student engagement and thereby increasing student achievement in all areas. All students will be immersed in a technology rich environment which motivates, engages, and challenges students to learn 21st century skills, as it will be an integral part of their future.
- The information contained within this iBook applies to all of Paw Paw School iPads used in our schools, including any other device deemed by the administration to come under these guidelines. The information and agreements found here represent a clear and comprehensive attempt to explain to our parents and students the level of responsibility necessary to participate in this program.  
Paw Paw Public Schools reserve the right to make any additional or alterations to these guidelines necessary, in order to insure the effectiveness of this program as well as the safety and well-being of our students.
- This 1:1 Digital Learning iPad Handbook is intended to promote responsible use and protect students and the school from liability resulting from any misuse of the school-issued iPad. Technology, on or off-campus, must be used in accordance with the mis-

**sion and philosophy of Paw Paw Public Schools as well as the Student Responsible Use Guidelines as stated in the respective school's Student Handbook and Acceptable Use Policy. Teachers may set additional requirements for use in their respective classes. The iPad remains the property of the Paw Paw Public Schools at all times.**

- Therefore, there is no assumption of privacy. Paw Paw Public Schools reserves the right to inspect student iPads at any time during the school year. Misuse of the iPad may result in disciplinary action. Above all, the 1:1 Digital Learning iPad program at Paw Paw Public Schools is an academic program, and the policies gov**

# Goals

- 1. To increase student engagement in their learning.**
- 2. To prepare 21st Century learners with digital resources that they will experience within their future whether in the workforce, or postsecondary education.**
- 3. To enrich the curriculum through the use of digital resources**
- 4. To differentiate instruction for all learners by using technology.**
- 5. To promote student pride through creative, collaborative learning opportunities.**

# 2

## Technology Program

“A goal is a dream with a deadline.”

-Napoleon Hill



# Expectations

**The procedures and information within this document apply to all student iPad use at Paw Paw Public School. Teachers may set additional requirements for use in their classroom.**

## **1. Receiving your iPad**

iPads will be distributed during the pilot program in January, other iPad programs will be deployed in August and September. Parents and students must sign and return the Student User Agreement for iPad use before the iPad can be issued to the student.

## **2. Returning your iPad**

iPads, iPad case, and accessories will be returned back to Paw Paw Public Schools during the last week of the school year. If a student transfers out of Paw Paw Public Schools during the school year, the iPad will be returned at that time. Students who withdraw, are suspended or expelled, or terminate enrollment at Paw Paw Public Schools for any other reason must return their individual school iPad, iPad case, and accessories on the date of termination. Failure to return the iPad will result in a theft report being filed with local law enforcement.

## **3. Personal Devices**

Students are not allowed to use personal iPads or other devices in place of district issued iPads due to the use of a mobile device management system, and network security.

# iPad Care

## General Care

1. Cords and cables must be inserted carefully into the iPad to prevent damage, no yanking from device or wall.
2. Students are responsible for keeping their iPad battery charged for school each day using the appropriate iPad charger and cord.
3. iPads should be closed in cases and away from food and liquids when students are eating.
4. Avoid exposure to long-term temperature extremes.
5. Do not alter the iPad in any manner that will permanently change the iPad.
6. Do not remove the iPad from school assigned case at any time
7. Do not remove or circumvent the management system installed on each iPad. This includes removing restrictions, “jailbreaking” or erasing/resetting the device.
8. Student documents or files will be emailed or saved to a cloud based storage app (Google Drive or iCloud).
9. Students will be required to take the iPad home and return to school every day. (When the 1:1 “Take Home” plan starts)

## Handling & Transporting Care

1. iPads must always remain within the protective case provided by the school.
2. Do not leave the iPad unattended at any time during class, extra-curricular activities, lunch, locker room, etc.

## Screen Care

1. When cleaning the iPad screen, use a soft, dry, anti-static cloth such as microfiber.
2. Disinfecting wipes can be used on the case. If used on the screen wipe off immediately with your soft cloth.

3. Do not lean on or place anything heavy on or against the screen.
4. Do not drop the iPad as the screen will most likely break.
5. Avoid touching the iPad screen with a pencil or pen. Use only appropriate stylus if needed.

## **Security and Identification**

1. Students are responsible for the safety and security of their school-owned iPad.
2. iPads should not be stored in a vehicle and should never be left in view inside a vehicle, locked or unlocked.
3. Labels, stickers, or screen protectors placed on the iPad by the Technology Department shall not be removed.
4. Your “Lock Screen” must have an individual identifier such as your image, first and last name, or both.
5. Each iPad will be registered with the district by a digital asset tag.
6. The iPad is registered with Apple as being owned by Paw Paw Public Schools and can not be deleted, restored, or managed by anyone other than Paw Paw Public Schools.
7. Do not lend the iPad to a classmate, friend, or family member.

# iPad Use At School

**iPads are intended for use during school each day. Students must bring their iPad to all classes, unless specifically instructed not to do so by their teacher. Students are responsible for maintaining proper charging and content management.**

## **1. iPads Left at Home**

Not having an iPad or not having a working iPad will not be an excuse for not participating in class or not completing assignments. Loaner iPads will not be available to students who forgot to bring their iPad to school or failed to charge their iPad.

## **2. iPad Repair**

Loaner iPads may be issued to students when the assigned iPad has been sent in for repair. This will be done inside the libraries at each building.

## **3. Charging the iPad**

Students are responsible for ensuring that their iPads are charged and ready to go for school each day. It is recommended to charge the iPad at home each evening.

## **4. Screen Savers/Backgrounds/Lock Screen Photos**

The lock screen will need to be set by the student. Students need to have a picture of themselves and or their first and last name on the lock screen. Any changes to the background on the home screen must be school appropriate.

## **5. Sound, Music, Games, or Programs**

Sound must be muted while in class unless permission is obtained from the teacher. All content (music, games or programs) on the iPad must be appropriate, used in a responsible manner and at the discretion of the teacher. Headphones need to be provided by the student, one ear piece needs to be out, or one ear needs to be open. This is for safety and responsible listening.

## 6. Use of Camera and Video

Each student iPad is equipped with a digital camera feature which includes the ability to take HD video. The camera will be enabled or disabled by the building administrators. The camera will allow students to utilize a 21st century tool to develop 21st century learning skills.

Examples of Use:

- Recording and/or taking pictures for project-based learning assignments.
- Assisting in ensuring accurate notes are taken in class.
- Submitting work digitally

***Students are not allowed to take pictures/video of staff and/or students without expressed permission by those individuals. All pictures/video taken must be school appropriate. Any violation of this directive will result in discipline measures.***

## 7. Photos and Videos

All videos, photos, and images that are taken or reside on the iPad must be appropriate and are subject to inspection by district staff at any time. Sharing, possessing, and taking part in any type of inappropriate image/s by any means will result in severe discipline measures

## 8. Home Internet Access

Students are allowed to set up wireless networks on their iPads for use while at home. Parent supervision is an expectation while the iPad is used at home. The Children's Internet Protection Act requires that schools have a content filter in place onsite and the school will make every effort to block objectionable sites. Paw Paw Public Schools has an active filter that will block content when the device is on other WiFi's. Parent, student and school communication is a must for proper understanding and development of 21st Century learners.

# Files: Saving & Exporting

## 1. Saving Documents

Students may save work directly on the iPad through Google Drive or iCloud or another cloud-based storage (i.e. Box, , Dropbox, etc.) or e-mail documents to their teachers or themselves as a backup. iPad malfunctions are not an acceptable excuse for not submitting work.

## 2. Printing from iPads

Printing from an iPads at school will not be set up. If printing is necessary, students must email the document to a student email account or save the document to be printed to a cloud-based storage. Students send the Document to Google Drive and printer a printer enabled device.

## 3. Network Connectivity

Paw Paw Public Schools 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. Google tools and Apple apps saves all content every time a pixel is changed.

# Content Management

## 1. Software Installation

The Software/Apps and profiles originally installed by Paw Paw wPublic Schools must remain on the iPad in usable condition and be easily accessible at all times. From time to time, the district may add/remove Apps for use in a particular course. Devices will be monitored through our Mobile Device Management (MDM) system to ensure that students have not removed required apps or added apps that are not appropriate for school use.

## 2. App Management

Apple restricts ownership of iTunes account for students under the age of 13. However, for students ages 12 and under you may use a “Family” iTunes account for the student to use. This account could then be supervised by the parent/guardian. All downloaded Apps/music must be appropriate and recommended for educational use. (This is for individual Apple ID iPad configurations)

All downloaded Apps/Music/Books must be appropriate and recommended for educational use

Students from time to time will need to add/remove apps from the MDM portal. This is where district purchased apps would be located. Removing a district purchased app from your iPad does not permanently remove the app, it is moved back to the MDM portal for future use if needed.

## 3. Inspection

Paw Paw Public Schools owned iPads may be inspected by district staff at any time.

Paw Paw Public Schools staff maintains the right to delete any App, song, video, picture, book, or file that is not deemed appropriate for student use.

Storage/space on the iPad and iCloud is limited. Any non-required Paw Paw Public Schools Apps, songs, videos, pictures, books, or files will be subject to removal and be deleted to preserve storage space.

## **4. Restoring iPad**

If technical difficulties occur or non authorized software/apps are discovered, the iPad may need to be restored. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image. Recommend backup up images and content inside iCloud or Google Drive/Google Photos.

## **5. iOS Upgrades**

Upgrade versions of licensed Apps/software are available from time to time. Students may be required to check in their iPads to Technology Services for technology team to apply upgrades. Students may also be required to accept pushed installs of software updates.

## **6. Allow Access to Content**

Students need to provide all apps and content access to the microphone, camera, and photos. This will allow for student and teacher success.

# Responsible Use

## 1. Statement of Responsibility

The use of the Paw Paw Public Schools technology resources (hardware, software, etc.) is a privilege, not a right. The privilege of using the technology resources provided by the district is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the district. These guidelines are provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the guidelines contained within this document, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action may be applied. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be contacted. Disciplinary action will follow district policy and the guidelines contained within each respective school's Student Handbook.

## 2. Parent/Guardian Responsibilities

Discuss with your children the values and the standards you expect your children to follow with regard to the use and care of the iPad, and the use of the Internet, just as you do on the use of all media information sources such as television, cell phones, movies, and radio.

The parents understand that it is impossible for Paw Paw Public Schools to restrict access to all controversial materials, and will not hold the school responsible for materials accessed on the network and agree to report any inappropriate iPad use to the respective building administration.

Parent supervision is an expectation of the 1:1 Digital Learning Program. The district cannot control all aspects of student use while the student is off site. Please remember that students are subject to the same guidelines while not in school.

### **3. School Responsibilities**

Paw Paw Public Schools reserves the right to review, monitor and restrict information stored on or transmitted via district owned equipment and to investigate inappropriate use of resources. In addition, the district may at any time utilize Find My iPad in order to track an iPad while on our school network in order to locate an iPad if lost or stolen. The school agrees to provide:

- Internet and Email access to its students.
- Curricular Apps and content.
- Internet blocking of inappropriate materials as able.
- Support using cloud based storage.
- Staff guidance to aid students in doing research and help assure student compliance of the guidelines contained within this document and those within the district's Student Technology Responsible Use Guidelines.

### **4. Student Responsibilities**

Use computers/devices in a responsible and ethical manner.

Follow the guidelines within this document.

Report to a building administrator any email containing inappropriate or abusive language or if the subject matter is questionable.

Return their iPad at the end of each school year following district procedures. Remember you will be receiving the same iPad during the next school year.

Students who withdraw, are suspended or expelled, or terminate enrollment at Paw Paw Public Schools for any other reason must return the district issued iPad and all additional items (case, charger and cable) by the date of termination to their building office

Research conducted via the Internet should be appropriately cited, giving credit to the original authors.

## **5. Prohibited Student Activities**

Using the school network for illegal activities such as copyright and/or license violations.

Using the iPad as the vehicle for plagiarism.

Unauthorized downloading of apps and/or jail-breaking of the iPad.

Accessing and/or using websites or materials that is not in direct support of the curriculum and is inappropriate for school.

Vandalizing equipment and/or accessing the network inappropriately. Programs that are capable of hacking the network should not be possessed or used.

Gaining unauthorized access anywhere on the network.

Invading the privacy of individuals.

Using and/or allowing use of another person's login/password to access the network.

Being a passive observer or active participant with any unauthorized network activity.

Participate in cyber-bullying of any person.

Using objectionable language, photos or other content (e.g. racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous).

Obtaining, modifying, or using username/passwords of others.

Modifying files belonging to another student.

Attempting to access or accessing websites blocked by the school's Internet filter.

Downloading apps, streaming media, or playing games without permission of a teacher or administrator.

Sending and/or forwarding emails that are chain letters, forwards, etc. via school mail.

## **6. Cyber-Bullying**

Increasingly, parents are calling school wanting the school to solve problems between their children on-line (Facebook, etc.) First, be aware that the minimum 'legal' age for Facebook is 13. The quickest and most effective way to solve a Facebook problem is to close the student's Face-

book account. Blocking certain contacts is another option. Be aware that repeated cyber-bullying or texting is illegal and parents can report abuses to the Paw Paw Police.

The school will not normally be the cyber police for matters outside school, but may notify parents of issues for parental intervention. Cyber-bullying becomes a school matter when it originates or spills over into school. If cyber-bullying spills over into school, the same approach will be taken as with other mean or bullying behavior (conflict resolution, anti-bullying rubric consequences, etc.)

**The National Crime Prevention Council defines cyber-bullying as “When the internet, cell phones, or other devices are used to send or post text or images intended to hurt or embarrass another person.”**

- Cyber-Bullying will not be tolerated and is strictly forbidden.
- The user should remember that digital activities are monitored and retained.
- Report cyber-bullying immediately to school personnel.

## **7. Student Discipline**

If a student violates any part of the above guidelines and procedures, he or she will be subject to consequences as listed in the district PRIDE Program, Student Technology Responsible Use Guidelines, the respective school Student Handbook and Board Policy.



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## iPad Tutorials

“Teaching in the Internet age means we must teach tomorrow’s skills today.”  
– Jennifer Fleming



# iPad at a Glance

## iPad at a glance



## iPad overview

This guide describes iOS 9.2 for:

- iPad Air 2, iPad Air, iPad (4th generation), iPad (3rd generation), and iPad 2
- iPad Pro
- iPad mini 4, iPad mini 3, iPad mini 2, and iPad mini



## iPad Air 2



## Your Device

- 16 GB iPad Air 2
- Protective Case
- Apple Charger Cable
- Apple Charger Cube

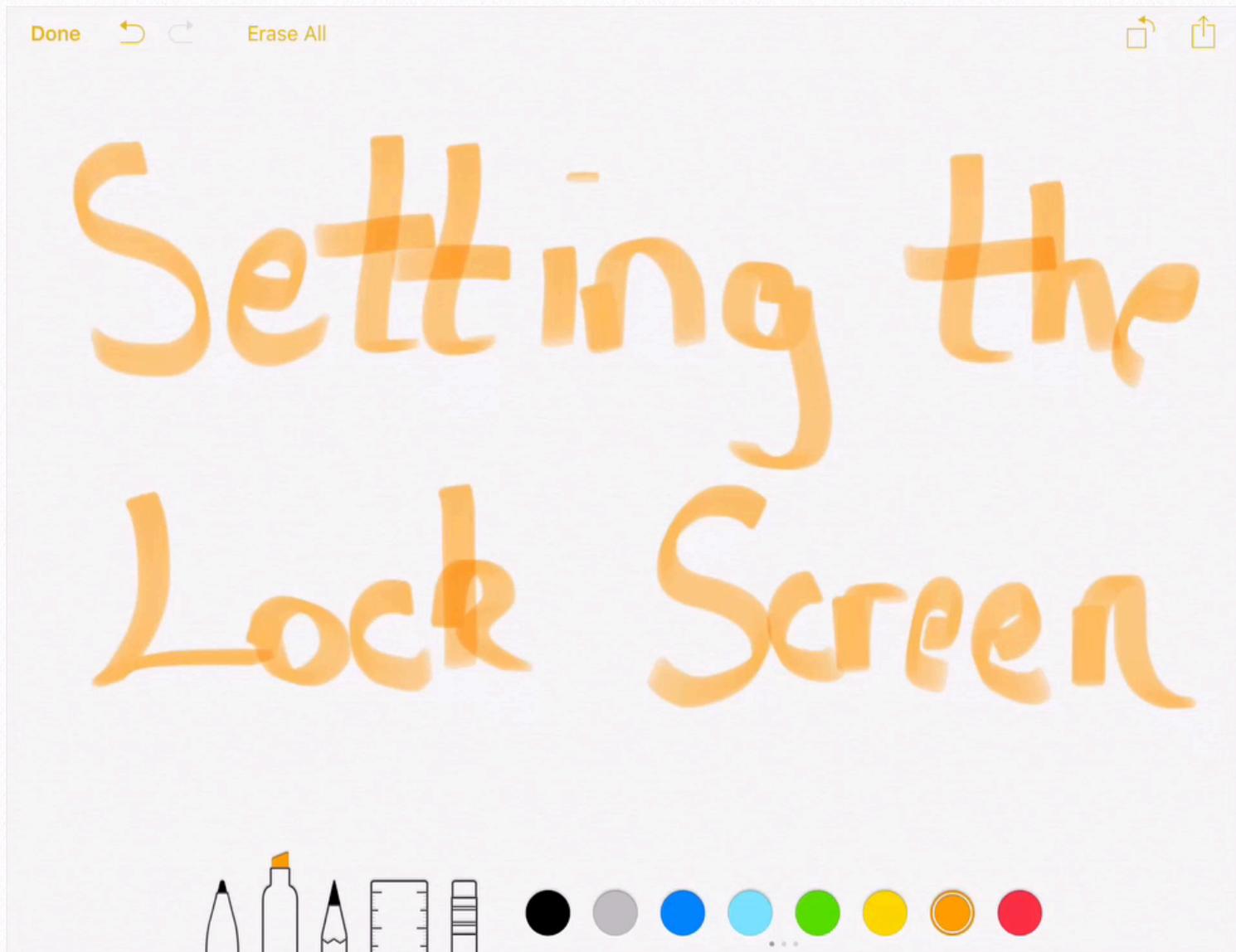


# Setting Up Your School Gmail



1. Settings > Mail, Contacts, Calendars > Add Account > Google > Add your user name > add your password > Save
2. You can add personal emails as well.

# Setting Lock Screen



1. Notes App > Write name > Share out (arrow up) > Save image >
2. Settings > Wallpaper > Choose a New Wallpaper > All Photos > Tap image > Set Lock Screen
3. You can take a selfie and use an image of your face or use your first and last name.
4. This must always be set.

# 4

## Digital Boot Camp

“The beautiful thing about learning is that no one can take it away from you.”

—B.B. King



# Course - Google Classroom

## Digital Boot Camp Content



Click the image above to launch the Digital Boot Camp in Google Classroom.

**Join Code = September 2016**

1. Start your Boot Camp by joining the Google Classroom.
2. All session will be deployed and assessed through the Google Classroom App.
3. You will be responsible to complete the 8 sessions in the Digital Boot Camp.
4. With completion you will be granted the opportunity to take your iPad home.