

Lexington ISD 2015-2016



What You Need to Know

An iPad Handbook for Students and Families

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INTRODUCTION

We are excited to provide an iPad for every student in grades 8-11 at Lexington ISD. We believe having their own iPads will help our students learn in ways they learn best. At the same time, students will be sharpening the technology skills that are now essential in nearly every aspect of life.

Your student's iPad will open a new world of learning possibilities. It will also give your student—and you—important new responsibilities.

In the pages that follow, we introduce you to your student's new iPad, explain how to care for it, answer some questions you and your student may have, and list the most important rules for using it safely.

What is Personalized Learning?

Personalized learning is a process of discovering how each student learns best. Some students need to *hear* a lesson more than once. Others need to *see* the lesson. One student may be ready for an advanced lesson while another in the same grade needs to *practice* the basics.

Why Provide an iPad for Every Student?

An iPad is a powerful technology device. When each student has an iPad just for his or her own use, the device can be personalized to meet individual interests and learning styles.

iPads include a camera, wireless internet, a word processor, and access to all sorts of easy-to-use software applications (known as “apps”). iPads also come with built-in features that make learning easy and enjoyable for everyone.

Internet access at home is not required. Everything a student needs to use an iPad after school can be downloaded during the school day. It is the responsibility of the student to make sure this is done before they leave for the day. iPads are easy to carry and their batteries last a long time, so learning can take place anywhere.

IPAD BASICS

We hope LISD students are just as excited as we are about the new iPads. This technology is useful and sturdy—**when it is cared for properly.** We have a lot to tell you about using and taking care of the iPad. Please read the pages that follow and **be sure to contact your school with any questions you might have.**

What is an iPad?

The iPad is a small computer with a glass screen. Handle it as you would any other piece of glass. Place it carefully in your backpack or bag, and do not throw or slide the device. Keep all food and liquids away from the iPad.

What makes it go?

The iPad runs on an internal battery that can be recharged. **Use only the Apple wall charger and cable provided with your iPad to charge the device.** If you wait until the battery indicator gets below 20% or turns red before you charge the iPad, your battery will last longer.

When the iPad is not being used, closing any apps that are open also preserves battery life.

Does the iPad come with a case?

Yes. Your iPad comes with a case designed to protect the device during normal daily use. **You must keep the iPad in the district-issued case at all times.** Don't remove any district-provided stickers or labels on your iPad or its case. Also, don't add any writing, drawings, labels, stickers, or other artwork to your iPad or its case.

How do I care for the screen?

Be gentle with your iPad, and especially the screen. You must NOT:

- Lean on the screen
- Stack books or other heavy objects on top of the iPad
- Bang the iPad against walls, doors, people, or other objects
- Place liquids in a book bag or backpack containing an iPad
- Sit or step on a book bag or backpack containing an iPad
- Use sharp objects on the screen—it will scratch
- Use pens or pencils on the screen

To protect the screen while you are moving through the halls at school, carry the iPad in front of your body and avoid bumping into other students.

To clean the screen, use a soft, lint-free cloth—like a clean, dry dish towel—to wipe off the iPad. Never use window cleaners, household chemicals or cleaners, ammonia, alcohol or alcohol-based products, or other abrasives to clean your iPad. They could remove the special coating and/or scratch the screen. Also, do not use compressed air to clean ports (the little openings on the edges of the iPad where cords are plugged in).

What do I do with the iPad when I'm not using it?

Students are allowed and encouraged to take their iPads home every day.

Any electronic device (iPads, cell phones, etc.) can be a distraction and disrupt the sleep cycle if used right before bedtime. To discourage late-night, unmonitored use of the iPad, experts suggest that families store it and other electronic devices in a common room of the home. Identify a central location in your home where students should store and/or charge their device.

How do I transport the iPad when the weather is bad?

Protect your iPad from the weather. Avoid exposing your iPad to extreme temperatures by keeping it in its case at all times. Always carry it in a backpack or book bag when outside. Also:

- Do not leave your iPad in heat above 95 F. (esp. in a vehicle)
- Do not leave your iPad in cold temperatures below 32 F.
- Keep the iPad away from water and extreme humidity (bathrooms, pools, etc.)

KEEPING YOUR IPAD SAFE

An iPad is a valuable device and could be the target of theft. To make sure this doesn't happen:

- NEVER LEAVE THE IPAD UNATTENDED.
- Do not leave or store the iPad in a vehicle
- Do not lend the iPad to another person. You are solely responsible for the care and security of your iPad.
- Carry the iPad to and from school in a school bag or backpack so that it is not visible.

- A Passcode is recommended to prevent unauthorized access to your personal information on the iPad. The passcode **MUST** be the last 4 digits of your Social Security number. Do not share this passcode with anyone other than your parents, LISD personnel.
- Each iPad has a unique identification number. Do not attempt to change this.
- The lock screen on your iPad **MUST** contain your first and last name for identification purposes if it is left unattended.

Is the iPad safe at school?

To prevent theft, never leave an iPad in an unsupervised area at school. Unsupervised areas include unlocked classrooms, locker rooms, computer labs, the library, lunchroom, restrooms, hallways, or anywhere on the school grounds, including athletic fields and common gathering areas.

Don't leave an iPad on the floor or ground, even if it is in a bag or backpack. It could be stepped on and damaged.

Anytime your iPad is away from you and not at home, it is at risk of being stolen.

Is the information on my iPad safe?

Digital identifications, which include Apple IDs, email addresses, and the usernames and passwords for online systems and accounts, are for the student's use only and should remain confidential. Your passcode helps prevent unauthorized access to your device and data, and never share your username and password with others. Also do not use another person's username and password.

USING THE IPAD AT SCHOOL

Your assigned iPad is intended for school use and must be brought to school every day with a fully charged battery. Students must bring their iPads to all classes. It is the teacher's discretion whether or not iPads will or will not be used for a particular assignment or class activity. Students are responsible for completing all course work, even if they leave their assigned iPad at home.

Is the battery full?

Students who take iPads home must bring the device to school every day with a fully charged battery. If you don't charge the battery, you may not be able to participate in the classroom learning activities.

How will I save the work I do on my iPad?

Your iPad's settings, apps, photos, music, email, etc. are automatically saved to iCloud everyday as long as the iPad is charging and connected to wireless internet.

For all other documents, we recommend that you email documents to yourself or upload the files to your Google Drive for storage. Storage space will be available on the iPad, but it will **NOT** be backed up. It is your responsibility to ensure that work is not lost if your iPad breaks or if you accidentally delete something. iPad malfunctions are not an acceptable excuse for not submitting work.

Can I print from the iPad?

While it is possible to print from an iPad, students are encouraged to use their Google Drive or email to share documents and files whenever possible. This supports college/career readiness for students and will help save paper.

What if the iPad is being repaired?

Students will, in some cases, receive a loaner or replacement iPad when their assigned device is being repaired. Loaner iPads are not always available. If there is a delay in assigning a replacement device, the teacher will allow the student to complete required coursework without an iPad.

I have my own device. Do I have to use the school's iPad?

YES. Students are required to use a school-issued iPad because of the instructional materials that will be loaded on the devices for classroom learning.

USING THE IPAD AT HOME

Students will be able to bring their iPads home for learning purposes. All use of the district-owned device must comply with the LISD Acceptable Use policy. This is available at www.lexingtonisd.net.

Students can connect to wireless networks using their district-issued iPad, but all use must comply with district policies. LISD will not provide internet access outside of school. As with any other Internet-enabled device, we recommend that parents/or legal guardians monitor their student's time and activities on the Internet. Students should understand that their parent's/guardian's rules about Internet usage outside of school are applicable even when the student is using their district-issued iPad.

LISD's content filter will also be in place when students access the Internet outside of the school. Therefore, sites that are "blocked" at school should also be "blocked" in other locations where students access the Internet.

APPS ON THE IPAD

District-Owned Apps

The apps that the district provides for students on the iPad must be easily accessible at all times. The district may remove an app from your iPad at any time. Please follow and heed instructions when apps are "pushed" to your device by the management system. You must install these apps. Do not delete district-owned apps.

Can I download my own Apps?

NO. Do not attempt to link your iPad with your personal Apple ID.

Software and operating system updates

Occasionally, apps and the operating system require updates that keep the iPad and apps functioning properly and securely. Students are expected to follow district directions on installing any app and operating system updates.

IPad content is not private

iPads are district property. **LISD technology staff members have access to the internet history, photos, and other information on the iPad at any time.** Students are required to provide the passcode to unlock the iPad upon request of district staff. Failure to comply may result in behavior consequences in accordance with the Student Handbook/Code of Conduct.

Unauthorized modifications to the operating system; hacked iPads

All LISD iPads are scanned remotely on a regular basis to ensure that security settings have not been changed or deleted. If a student has accessed the internal parts of the iPad or changed the settings,

he or she will be assigned behavior consequences in accordance with this document and the Student Code of Conduct.

PICTURES, CONTENT AND DATA

Cameras and Microphones

The iPad has cameras on the front and back and a built-in microphone, so students can take pictures and record audio and video. All recordings and pictures created with the iPad are subject to LISD policies as well as state and federal laws. Only take photographs or record audio or video during the school day if a teacher or administrator tells you to do it for schoolwork. Never photograph, record video, or create an audio recording of another person without that person's knowledge or permission.

- **Use of electronic devices and cameras are strictly prohibited in locker rooms and bathrooms.**
- Do not use the camera to take inappropriate or sexually explicit photos or videos.
- Do not use the camera to take pictures or share the personal information of yourself or another individual.
- Do not use the camera or microphones to embarrass, bully, or harass anyone in any way.
- Do not email, post to the internet, or electronically send images, video, or audio recordings of other individuals without their written permission.

Lock screen and background photos

All content, photos, and data on the iPad must be in compliance with the LISD Acceptable Use policy and other district policies. If you upload photos for the home screen that are pornographic or gang-related, or that contain inappropriate language or references to guns, other weapons, alcohol, drugs, or gambling, you will receive disciplinary action in accordance with the Student Handbook.

The iPad lock screen MUST include your first and last name that is clearly legible against a plain background. This is so the owner of the iPad can be easily identified if the iPad is left unattended.

Sound, Music, and Games

The sound on your iPad must be muted at all times unless your teachers tells you it is okay to turn the sound on for a class activity. Your teacher might also give you permission to use earbuds or earphones. If this happens, be sure the volume is low enough that the iPad cannot be heard by anyone nearby.

Can I put my own music and games on the iPad?

Music is allowed on the iPad, as long as it is properly licensed and complies with all district policies. Because of limited storage space on the iPad, please don't load your entire music library on the iPad.

You will **not** be allowed to download any apps including games on your district-issued iPad. The only game(s) on your iPad will be district owned. You may not play them during the school day, unless you have permission from your teacher to do so.

EXPECTATIONS FOR USING THE IPAD

iPads can be a wonderful educational tool. LISD is proud to be able to provide specific grade levels an iPad for use at school. Responsibilities come with the privilege of iPad use, and some uses are not allowed.

For Students:

Responsible uses- Students may use district technology resources to create files and projects for school-related work, research, and college and career planning.

Students will:

- Follow all district and classroom policies, procedures, and guidelines when using technology.
- Keep usernames and passwords private.
- Treat others with respect and use appropriate language in all electronic interactions with others.
- Immediately tell a teacher or staff member if they receive an electronic comment or communication that makes them feel uncomfortable, or if they accidentally access inappropriate materials, pictures, video, or websites.
- Respect the work and intellectual property rights of others, and will not intentionally copy, damage, or delete another user's work. Students will properly cite their sources when they use someone's information, pictures, media, or other work in their own projects and assignments.
- Respect the privacy of others. Students will limit all in-school photography, video, and audio recording to educational use.

Behavior that will not be tolerated-

Students may not use district technology resources to:

- Find, create, or send information to spread lies or misinformation; or harass, harm, or bully others.
- Gain unauthorized or inappropriate access to district technology resources.
- Use, retrieve, store, or send improper language, pictures, or other digital content.
- Cheat, including getting or giving answers to tests; search for and/or copy answers to information on the internet or other electronic resources contained on or in any technology resource or device; copy and submit someone else's information or assignment as their own; or conduct other similar forms of electronic cheating.
- Violate copyright or licensing agreements.
- Access inappropriate or blocked resources in any manner.
- Modify the operating system, remove security profiles, "jailbreak", or vandalize district technology resources.

For Parents and Guardians

Parents and guardians are responsible for monitoring their child's use of the internet and access to district technology resources including the iPad, district-issued email account, collaboration tools, and educational resources. Parents and guardians need to set clear expectations on appropriate use of electronic devices and limit access to the device in non-school hours. If your child is not following your rules, you have the right to limit access to the device while at home. The information included below is meant to assist you in setting expectations and monitoring your child's use of the device.

Set Expectations

Set and communicate clear expectations for your child's use of the iPad. The Common Sense Media Family Agreement provides an age-appropriate checklist that can be used to guide conversations with your child about responsible use of media and technology. It is available at <http://goo.gl/Q9Ysbu>.

Monitor and Limit Screen Time

The iPad is a great tool for learning, but it also has the potential to be a distraction. Adult supervision and clear expectations for appropriate uses are critical.

- Have your child use the device in a central location in your home, such as the kitchen or living room, so that you can easily monitor and supervise their use.

- Set expectations that your child is to complete assignments and tasks before they use the device to access the internet, play games, or listen to music.

Monitor Student Progress

LISD encourages parents and guardians to use the iPad to monitor their child's academic progress and communicate electronically with their child's teachers. Ask your child to show you what they have learned and created with the iPad, and discuss how they use the device in school.

Email Communications

Parents may also use the Safari or Chrome browsers apps to log in to their personal email account to send emails to their child's teacher. Parents and guardians should NOT add a personal email account to the iPad's built-in Mail app because personal emails may be visible to anyone who accesses the device.

ACCEPTABLE USE

General Guidelines

- Students will have access to all available forms of electronic media and communication that is in support of the educational goals and objectives of Lexington ISD.
- Students are responsible for the ethical and educational use of the technology resources of Lexington ISD.
- Access to Lexington ISD technology resources is a privilege and not a right.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Code of Conduct.
- Cyberbullying will not be tolerated and appropriate disciplinary action will be taken immediately by campus principals.
- Failure to return the iPad at the end of the year or at withdrawal will be considered theft, and legal action will be taken.

Privacy and Safety

- Do not open, use or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords to other people.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, notify a teacher or an administrator immediately so that such sites can be blocked, and you will not be disciplined for breaking the Acceptable Use Policy or Student Code of Conduct.

Legal Propriety

Comply with trademark and copyright laws and all license agreements. If you are unsure, ask a teacher or parent. Plagiarism is a violation of the Lexington ISD Student Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet such as graphics, movies, music, and text. Use or possession of hacking software is strictly prohibited, and violators will be subject to severe disciplinary penalties. Violation of applicable state or federal law

including the Texas Penal Code, Computer Crimes, will result in criminal prosecution and/or disciplinary action by the District.

E-mail & Chat Rooms

Only Lexington ISD approved e-mail and chat rooms are allowed at school.

- E-mails and documents on school-owned equipment are part of the public domain and are not private and are subject to inspection.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- Students should maintain high integrity with regard to e-mail content.

Consequences

The student in whose name a system account and/or iPad is issued will be responsible at all times for its appropriate use. This means if someone else uses your iPad to break the rules, you are still responsible. Non-compliance with the policies of the iPad Handbook and Technology Acceptable Use Policy will result in disciplinary action as outlined in the Student Code of Conduct. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by Technology Staff to ensure appropriate use. The District cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws. The Texas Open Records Act governs contents of e-mail and network communications. Proper authorities will be given access to their content.

DAMAGED, LOST OR STOLEN IPADS

Damaged Devices and Technical Problems

Do not attempt to gain access to internal electronics or repair your iPad. Any technical or mechanical issues with the iPad must be reported to the campus librarian, and will be assessed by the LISD Technology Department. A student whose device is being repaired will have access to a loaner device if one is available. If the iPad is damaged as a result of negligence on the student's part, then a loaner iPad will NOT be provided. The student is still responsible for any assignments.

If the iPad is experiencing technical difficulties outside of school hours, you will need to wait until you return to school to report it.

Lost or Stolen iPads

If the iPad is lost or stolen, report it to the campus librarian as soon as possible.

Students who withdraw, are expelled, or who terminate enrollment at Lexington ISD for any reason must return the district iPad, case, power adapter, and cord in working condition to the campus librarian on or before the date of withdrawal. Failure to return district property or pay for lost, stolen, or damaged equipment may result in legal action.

Consequences for Lost, Stolen, or Intentional Damage to an iPad

The consequences listed below will be applied to lost/stolen devices, as well as damage to an iPad caused by reckless, abusive, or accidental or intentional conduct. Some examples include broken screens caused by throwing or dropping the device; swinging a bag or backpack with a device inside; stepping on the device; spilling a liquid on the device; hitting another person or object with the

device; tampering with the internal components of the iPad; or making unauthorized modifications to the operating system, known as hacking or jail breaking the device. It also includes the loss or damage to the lightning cable, power adapter, and case.

First Incident:

Parents will be notified. Student will not be able to take the iPad home for a determined period of time. Student must review the iPad care and security sections for the iPad with their campus administrator before take home privileges will be restored.

Second Incident:

Parents will be notified. No loaner device given. Student will still be responsible for completing all assignments.

Consequences for Unattended iPads

We encourage you to make every effort to be mindful of where your district-issued iPad is at all times. Unattended iPads are returned to the campus library. If your iPad is left unattended, and is returned to the school office or campus library, the following consequences are in effect:

First incident:

Warning, and reminder of the rules.

Second incident:

A fee of \$15, or detention will be assigned at the campus principals' discretion. The iPad will not be returned to you until this fee is paid or time has been completed. You are still responsible for completing any assignments.

Third incident:

Parents will be notified. A fee of \$15, or detention will be assigned at the campus principals' discretion. The iPad will not be returned to you until this fee is paid or time has been completed. You are still responsible for completing any assignments.

OTHER RESOURCES

District Policies about Technology

Lexington ISD provides access to district technology resources for educational purposes. This access may be taken away at any time for abusive or inappropriate conduct related to the use of district technology resources.

Failure to comply with LISD policies or guidelines in this document for care and use of the iPad may result in the loss of iPad privileges. All use must comply with LISD school board policies. Policies may be viewed in their entirety at <http://pol.tasb.org/home/index/806>.

The iPad is the property of Lexington ISD and as a result may be seized and reviewed at any time.

Replacement Cost or Fees for Issued Device and Equipment

Your child will be issued an iPad mini, case, power adaptor, and cord.

There is an annual usage fee of \$50 that includes insurance that will cover losses due to accidental damage, theft, fire flood, natural disasters and vandalism. Coverage starts at day of issue to the last day of school.

The following are other fees and replacement costs:

iPad mini 2	\$279
Reclaim an unattended iPad	\$15
Case	\$ 35
Re-Imaging due to inappropriate content or misuse	\$15
Apple Charger	\$ 20
Cable	\$ 20

If the iPad is not returned at the end of the school year or upon withdrawal, the full replacement cost is due and Lexington ISD will file a police report regarding the missing device.