

DIGITAL LEARNING TRANSFORMATION

What You Need to Know About the iPad

A guide for students and families.

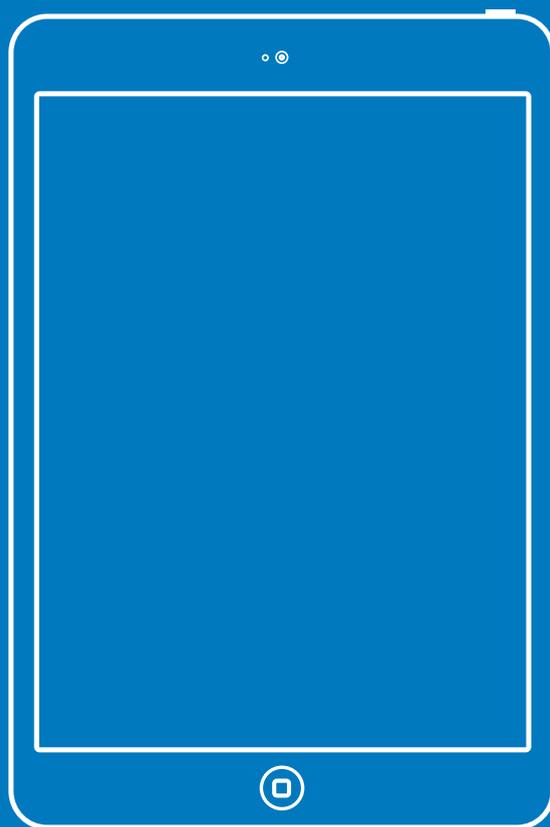




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The guidelines highlighted in the following pages are District guidelines. Guidelines may vary at individual sites and grade levels.

The Rochester Public School Board has asked the Rochester Public School District to be fully integrated one to one (meaning one device to one student). This is known as our digital learning transformation. Research has shown transformational growth in student achievement through the use of technology in the classroom in addition to other educational tools. Technology devices are one of many tools that RPS utilizes in respect to teaching and learning.

RPS is currently in phase 1 of several phases. Phase 1 represents transformation, evolution and learning opportunities. Academic growth will not happen overnight and we are dedicated to working with our students and staff on growth for years to come.

Seven schools have been identified to participate fully one to one in Phase 1 of our Digital Learning Transformation. They are Gage Elementary, Pinewood Elementary, Riverside Elementary, Lincoln K-8, Friedell Middle, Willow Creek Middle and Rochester Alternative Learning Center. There are several classrooms and teams within Century, John Marshall and Mayo High Schools that are also participating as one to one classrooms in Phase 1.

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.

Why provide an iPad for every Student in Phase 1?

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 many easy-to-use software applications (known as "apps"). iPads also come with built-in features that make learning easy and enjoyable.

RPS Students at the middle school level and one 9th grade team from John Marshall High School will be allowed to take their iPads home. Internet access at home is not required. Everything a student needs to use an iPad for after school can be downloaded during the school day. iPads are easy to carry and their batteries last a long time, so learning can take place anywhere.

Receiving the iPad

The iPads are the property of Rochester Public Schools, and students will use them during the school year.

Returning the iPad

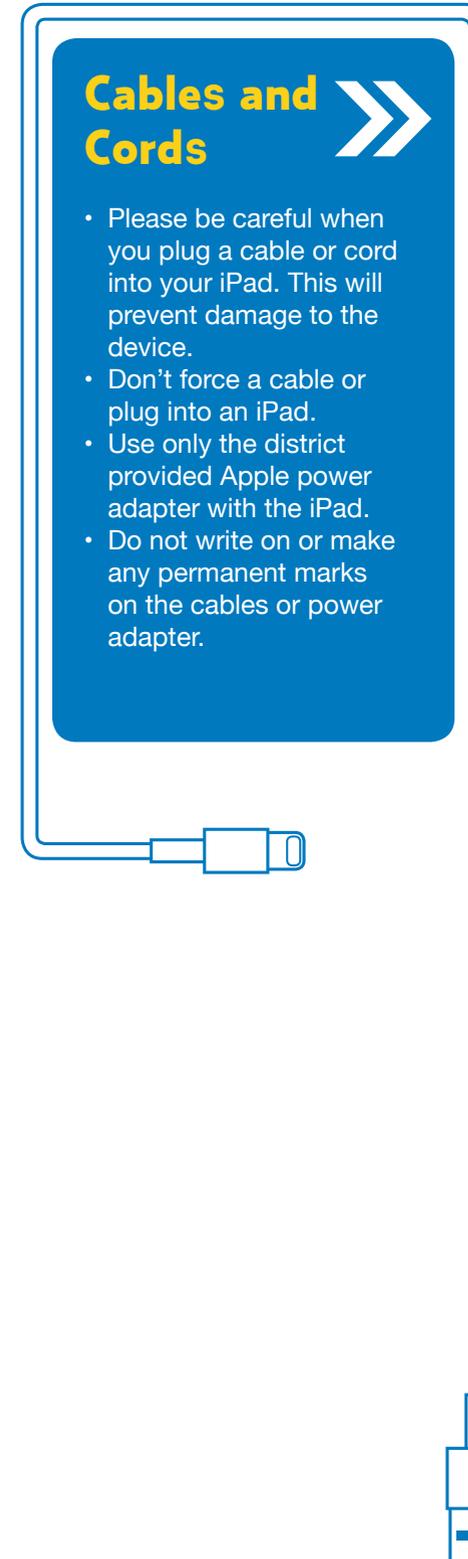
Students who graduate early or withdraw from Rochester Public Schools for any other reason must return the district iPad, case, power adapter, and cable in working condition on or before the date of withdrawal. Failure to return district property may result in legal action.

Opting Out

To ensure an equitable learning experience, all students will be required to use the iPad at school. We understand that some families may have objections to technology in the home. In this case, students must arrange to complete their homework without an iPad, and the device will remain at school. The in-home access is only applicable to middle school level students and a 9th grade team from JMHS.

Cables and Cords

- Please be careful when you plug a cable or cord into your iPad. This will prevent damage to the device.
- Don't force a cable or plug into an iPad.
- Use only the district provided Apple power adapter with the iPad.
- Do not write on or make any permanent marks on the cables or power adapter.



One to one 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.

How does it work?

The iPad runs on an internal battery that can be recharged. Use only the Apple wall charger 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.

Does the iPad come with a case?

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

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.

How do I care for the screen? (continued)

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 in grades PreK-5 and our high schools will store iPads in their classroom. For Phase 1 middle school students and the JMHS 9th grade team, iPads should be stored in a locked locker at school when not in use. Do not place anything on top of the iPad when it is stored in the locker. If your locker's lock is broken, report it immediately to the main office at school.

Students who are allowed to take their iPads home should take the iPad home with them after school 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 in inclement weather?

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
- Do not leave your iPad in cold temperatures below 32° F
- Keep the iPad away from water and extreme humidity



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/media center, lunchroom, restrooms, hallways, or anywhere on the school grounds, including athletic fields and playgrounds.

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.

Students at the middle school level and 9th grade team from JMHS: if you don't need your iPad for a class, or if your teacher has told you not to bring the iPad to class, store it in a locked locker. Do not leave the iPad in an unattended bag or backpack. Anytime your iPad is away from you and not at home or in a locked locker, it is at risk of being stolen.

Is the information on my iPad safe?

Digital identification, which includes 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. Add a PIN or passcode to your iPad to 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.

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 PIN or Passcode is suggested to prevent unauthorized access to your personal information on the iPad. Do not share your PIN with anyone else.
- Each iPad has a unique identification number and district property control tag. **Do not remove the tags or modify the numbers.**



USING THE iPad AT SCHOOL

Your assigned iPad is intended for school use. Middle school and JMHS 9th grade team students must bring their iPad to school every day with a fully charged battery. Students must bring their iPad to all classes, unless a teacher specifically instructs them not to do so. 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 classroom learning activities.



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

For students at the middle school level and JMHS 9th grade team, your iPad's settings, apps, photos, music, email, calendar, contacts, Safari bookmarks and reading lists are automatically saved to iCloud every day as long as the iPad is charging, connected to wireless internet, and locked with a passcode.

For all other documents, we recommend that you email documents to yourself or upload the files to RPS 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 RPS Google Drive to share documents and files with their teachers whenever possible. This supports college/career readiness for students and will help schools save paper.

What if the iPad is being repaired?

Students will receive a loaner or replacement iPad when their assigned device is being repaired. 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 at the middle school level and the 9th grade team at JMHS will be able to bring their iPads home for learning purposes. All other students will leave the iPads in the classroom. All use of the district-owned device must comply with the Internet Acceptable Use and Safety policy. The Guidelines are available at <http://www.boarddocs.com/mn/rps535/Board.nsf/Public>.

Students can connect to wireless networks using their district iPad, but all use must comply with district policies.

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 after you're done using it so other students can have a chance to use it, too.

Can I download my own apps?

All installed apps must follow the Internet Acceptable Use and Safety policy, as well as other district policies. Rochester Public Schools reserves the right to remove an inappropriate app and/or student apps that may be using valuable space needed for educational activities.

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. RPS staff members have access to the internet history, photos, and other information on the iPad at any time. Students are required to unlock the iPad upon request of district staff. If you don't unlock the iPad when asked you may receive behavior consequences in accordance with Rights, Rules, and Regulations.

Unauthorized Modifications to the Operating System; Hacked iPads

All RPS 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 may be assigned behavior consequences in accordance Rights, Rules, and Regulations.

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 RPS 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 so 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 Internet Acceptable Use and Safety policy and other district policies. If you upload photos for the lock screen or home screen that are inappropriate you will receive disciplinary action in accordance the Rights, Rules, and Regulations.

Sound, Music and Games

The sound on your iPad must be muted at all times unless your teacher 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 may have appropriate games on the iPad, but do not play them during the school day unless your teacher asks you to do so.

FOR STUDENTS

iPads can be a wonderful educational tool. Responsibilities come with the privilege of iPad use, and some uses are not allowed.

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 other adult 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.

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 get or give answers to tests; search for and/or copy answers or 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 while on district property during school hours.
- Share or post any personally-identifiable information about themselves or others that could help someone locate or contact them. This includes such things as e-mail address, full name, home or school address, phone number, parent or guardian names, or school name.
- Modify the operating system, remove security profiles, or vandalize district technology resources.



EXPECTATIONS FOR USING THE iPad

EXPECTATIONS FOR USING THE iPad

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, online learning spaces, 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://bit.ly/1uJRxwX>.

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 use 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.

Parent Checklist for Educational Apps >>

Items to consider for educational apps (parents/guardians):

- Free app that does not require features only available with payment.
- If child is under 13, personal information is not tracked or collected.
- App does not store student data.
- App contains no advertising.
- Tutorial or help is available in the app.
- App is age appropriate for your child.
- Work can be exported, copied or printed.
- App's settings can be customized.
- Student work is saved when student exits app
- App promotes:
 - Creativity
 - Imagination
 - Collaboration
 - Sharing of Ideas
 - Problem Solving
 - Critical Thinking Skills

FOR PARENTS AND GUARDIANS CONTINUED

Filter Access

When the device is at school on the district network, internet access is filtered and inappropriate content is blocked. However, when the device is used at home or on a public WiFi network, students have unrestricted access to the internet, including inappropriate websites and content. Parents with a home wireless network can filter by installing special filtering software. Some software, such as OpenDNS Home and OpenDNS Family Shield are free; others such as SafeEyes and NetNanny may need to be purchased. Many cell phone and cable providers also offer filtering solutions. Simply do a Google search with your internet provider's name and the terms "Parental Controls," such as "Charter Parental Controls," to learn more. These are suggestions. RPS does not support home networks.

OpenDNS Home: Free home filtering solution with flexible and customizable parental controls. Filter internet connections for every device on your home network, including iPads, computers, and gaming devices. Learn more at bit.ly/open-dns-home.

OpenDNS Family Shield: Free, pre-configured home filtering solution that blocks access to adult content. Learn more at bit.ly/dns-shield.

Monitor Student Progress*

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

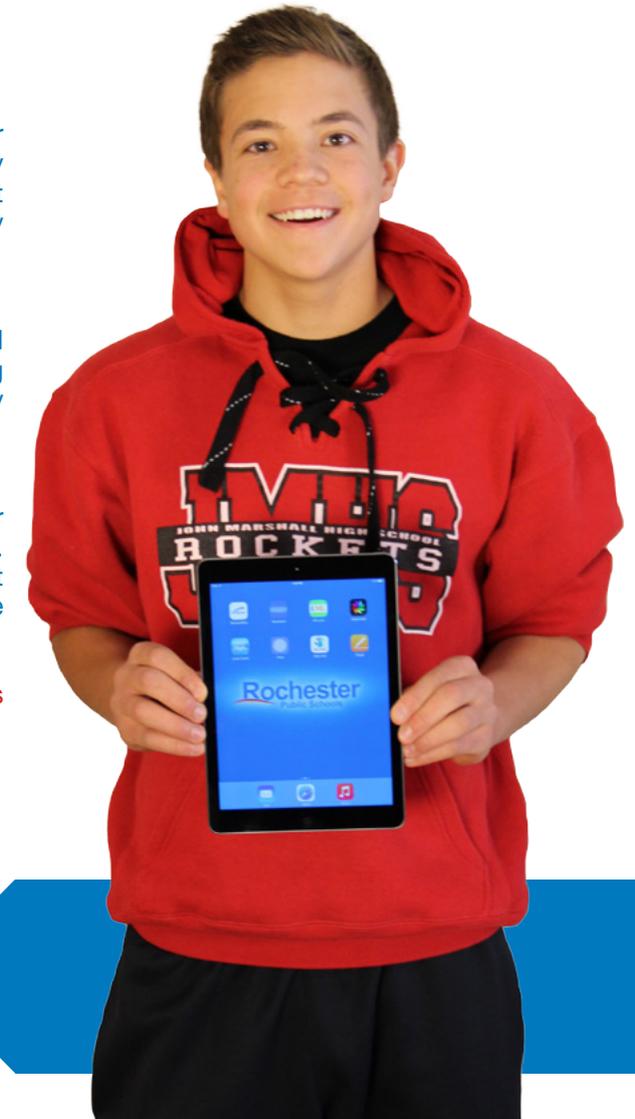
Skyward Mobile App

Parents and guardians can use the Skyward Mobile app installed on the iPad to view their child's grades, attendance, and upcoming assignments. The information available in Skyward may vary by grade level.

Email Communications

Parents may also use the Safari browser app to log in to their personal email account to send emails to their child's teacher(s). 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.

*This is applicable for students taking their device home (students at the middle school level and the 9th grade team at JMHS).



DAMAGED, LOST, OR STOLEN iPads

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



It is important to respect school district property. There will be consequences for students that lose or break an iPad. There will also be consequences to students who damage iPads due to reckless, abusive, willful or intentional conduct. This also includes the loss or damage to the Lightning-to-USB cable, 12W power adapter, and case.

Examples of Consequences

- Loss of take-home privileges
- Restricted access at school
- Minor violation
- Major violation

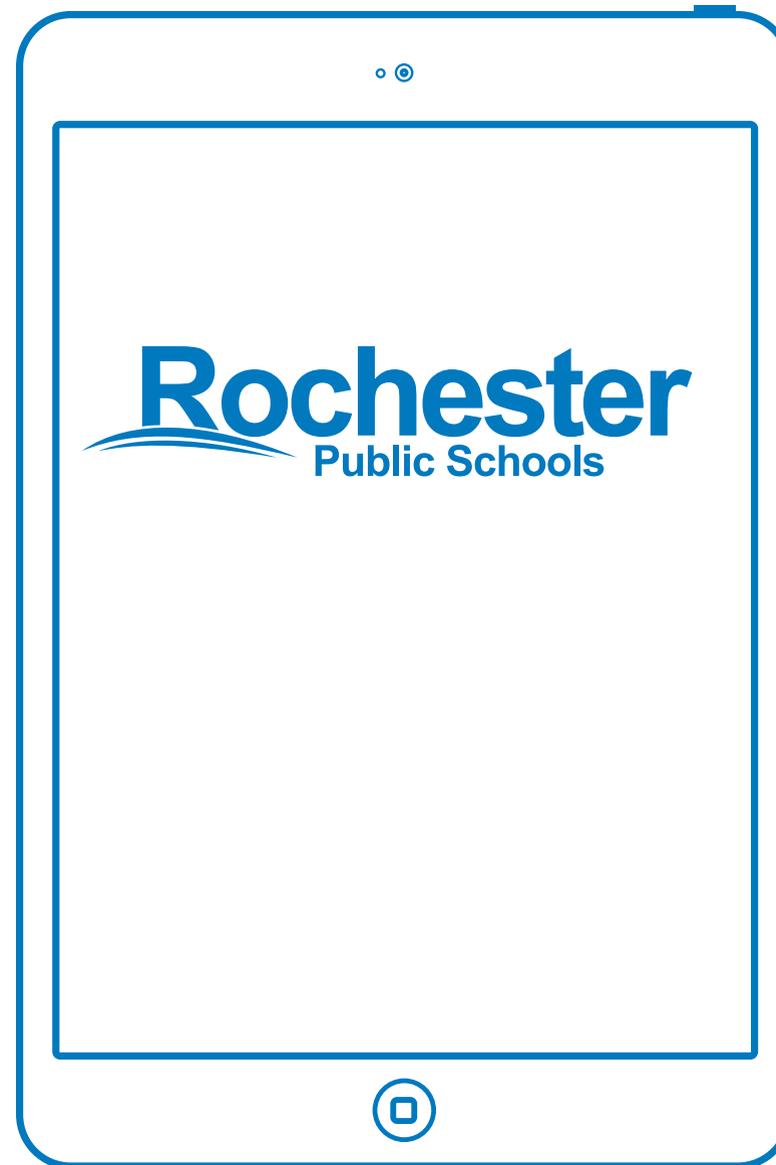
Damaged Devices and Technical Problems

Do not attempt to gain access to internal electronics or repair your iPad. If the iPad fails to work or is damaged contact your teacher or school staff to report the problem as soon as possible. iPad repair/replacement options will be determined by the Technology Helpdesk staff.

You may be issued a temporary iPad or other materials until your iPad is working properly or replaced. 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 main office of your school as soon as possible. If an iPad is lost or stolen, RPS has the ability to permanently lock the iPad so that it cannot be used by anyone.



OTHER RESOURCES

DISTRICT POLICIES ABOUT TECHNOLOGY

Rochester Public Schools 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 the District 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 the following policies:

- Policy 526 Hazing
- Policy 514 Bullying
- Policy 506 Student Discipline
- Policy 524 Internet Acceptable Use and Safety
- Rights, Rules, and Regulations

All policies may be viewed in their entirety at <http://www.boarddocs.com/mn/rps535/Board.nsf/Public>.

The iPad is the property of Rochester Public Schools and as a result may be seized and reviewed at any time.

SOURCES CONSULTED

During the creation of this handbook, Rochester Public Schools consulted websites, handbooks, and staff from the following districts:

- Becker Public Schools
- Farmington Area Public Schools
- Hopkins Schools
- Minneapolis Public Schools
- Minnetonka Public Schools
- Saint Paul Public Schools
- South Washington County Schools
- Spring Lake Park Schools



Our mission is to **inspire**,
challenge, and **empower**
all students with the knowledge
and skills required to reach their
full potential, to contribute to future
generations, and to become involved
members of a global community.