

Glenview School District 34

District iPad One-to-One Personal Learning Initiative

Student/Parent Handbook

Policies, Procedures and Information

September - 2011

Amended June - 2013

Amended July - 2014

Amended July - 2015

Amended April - 2017

Introduction

The focus of our One-to-One Personal Learning Initiative is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. According to studies and school reports, students who use a computing device in a one-to-one educational environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas. Increasing access to technology is essential for that future, and one learning tool for these 21st Century students is the Apple iPad. The personalized, mobile, and individual use of an iPad is a way to empower students to maximize their full potential and to prepare them for future learning. The Apple iPad is a device that makes learning more engaging and accessible. Learning happens from a continuous dynamic interaction among students, educators, parents and the extended educational community. Technology immersion does not diminish the vital role of the teacher. Effective teaching and learning with iPads, integrate technology into the curriculum anytime, anyplace.

1.0 General Information

The policies, procedures and information within this document apply to all district-owned iPads ("District iPads") and accessories used by students at Glenview School District 34.

In addition, by using the District iPad, the student agrees to abide by all Board policies and rules, including, but not limited to:

Policy 6:235 - Access to Electronic Networks: To promote educational excellence by facilitating resource sharing, innovation, and communication, the District's electronic networks, including, but not limited to, District-owned computers and mobile devices, the Internet, and the District's local and/or wide area network ("Network"), are a part of the District's instructional program. The Superintendent or designee shall develop rules and regulations for this Policy and appoint a system administrator. The School District is not responsible for any information that may be lost, damaged, or unavailable when using the Network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Network. **To view the entire policy, please access the district website - board – district policies**

Policy 7:180 - Bullying and Harassment: Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal. **To view the entire policy, please access the district website - board – district policies**

Policy 7:190 - Student Discipline: The school administration is authorized to discipline students for gross disobedience or misconduct. Gross disobedience or misconduct is defined to include any behavior, conduct, or activity, as defined by the Board of Education in its policies, that is egregious in nature and/or causes, or may reasonably cause, school authorities to forecast substantial injury or disruption or material interference with school-related activities or the rights of other students or school personnel or the risk of same. **To view the entire policy, please access the district website - board – district policies**

1.1 Receiving your District iPad

District iPads will be distributed either prior to the start of school or during iPad Orientation held at the start of school. Parents and students must sign and return the Student and Parental Authorization for Electronic Network Access form and the Student and Parent Pledge for District iPad Use form at the end of this Handbook before the District iPad can be issued to their child. Parents must read and check off that they have read information about the district filter, web tools / apps, and online accounts.

1.2 Returning the District iPad

District iPads and its accessories will be returned to Glenview School District 34 during the final weeks of each school year as facilitated by the student's teacher(s) / Technology Facilitator. If a student transfers out of Glenview School District 34 during the school year, the District iPad will be returned to the school office at that time. Students who withdraw, or expelled, or terminate enrollment at Glenview School District 34 for any other reason must return their District iPad and its accessories on the date of termination to the school office.

1.3 Responsibility for Damage, Loss or Failure to Return

Board Policy 7:170, *Vandalism*, states that "The Board will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property." District iPads and their accessories are school property.

If a student fails to return the District iPad at the end of the school year or upon termination of enrollment at Glenview School District 34, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the District iPad. Failure to return the District iPad will result in a theft report being filed with the Glenview Police Department. Furthermore, the student

will be responsible for immediately reporting any damage to or loss of the District iPad to his/her homeroom teacher or Technology Facilitator. During the school year, the student will not be charged a fee for the first incident of needed repairs related to isolated, accidental damage. All subsequent accidental damages will be charged a fee. All damage that is deemed intentional will be charged to the student and will cover the replacement or repair of the device as determined by the school district. Damaged, lost or stolen accessories, such as carrying cases, chargers and cables, are the sole responsibility of the parent/guardian. If an accessory is damaged, lost or stolen, the parent/guardian will be responsible for the full replacement cost of that District-provided accessory, unless the District otherwise excuses such payment.

2.0 Care of the District iPad

Students are responsible for the general care of the District iPad they have been issued by the District. District iPads that are broken or fail to work properly must be taken as soon as possible to the Technology Department via the Learning Resource Center for an evaluation of the equipment.

2.1 General Precautions

- Only use a clean, soft cloth to clean the screen; no cleansers of any type.
- Cords and cables must be inserted carefully into the District iPad to prevent damage.
- District iPads must remain free of any writing, drawing, stickers, or labels that are not the property of Glenview School District 34.
- District iPads should never be dropped, tossed, or stepped on.
- District iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students may not loan their device to another student unless directed by a District 34 staff member.
- Students are responsible for keeping their iPad inside their backpack during all bus travel.
- Students are responsible for keeping the District iPad's battery charged for school each day.
- The District will provide a protective case for each District iPad, which should be used.

2.2 Carrying, Storing, Bus Travel & Protecting District iPads

The protective cases provided with the District iPads have sufficient padding to protect the District iPad from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- District iPads should always remain in the protective case. Backpack compartments that hold other objects (such as folders and textbooks), should not be used to carry District iPads to avoid placing too much pressure and weight on the District iPad screen.
- District iPads should never be transported, stored, or used in the same location as water bottles or other liquids.
- When students are not using their District iPads, the District iPads should be stored in a safe location. Nothing should be placed on top of the District iPad when stored in a bag, desk, or other location.
- Once students have earned the right to take their District iPad home, they will be encouraged to do so each evening.
- When traveling on district provided transportation or waiting for district provided transportation, all iPads shall remain closed and inside a student backpack.
- When waiting for non-district provided transportation after school or while on school grounds but not in class, all iPads shall remain secure inside a student backpack.
- District iPads should not be stored in a parent's vehicle at school or at home. If a student needs a secure place to store their District iPad, the student may check it in for storage with his/her teacher.
- Under no circumstances should District iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, library, unlocked classrooms, dressing rooms and hallways and any other unsupervised areas. Any District iPad left in these areas is in danger of being stolen. If a District iPad is found in an unsupervised area, it will be taken to the Learning Resource Center or Principal's office. A student will meet with the Principal / Technology Facilitator in order to retrieve his/her District iPad.

2.3 Screen Care

The District iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the District iPad or on the screen.
- Do not place anything near the District iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not bump the District iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

2.4 District iPad Identification

District iPads will be labeled in the manner specified by the District and specific to each building. District iPads can be identified in the following ways:

- Record of serial number
- Glenview School District 34 asset tag
- Student's First Name/Last Name and / or Web ID as labeled by school staff.

3.0 Using the District iPad at School

District iPads are intended for use at school each day. In addition to teacher expectations for District iPad use, school messages, announcements, calendars and schedules depending on grade may be accessed using the District iPad computer. Students must be responsible to bring their District iPad to all classes unless specifically instructed not to do so by their teacher.

3.1 District iPads Left at Home

Students who repeatedly leave their District iPads at home will lose at-home privileges of the District iPad for two weeks and have to leave their District iPads in school with their homeroom teacher.

3.2 District iPad Undergoing Repair

Loaner District iPads may be issued to students when they leave their District iPads for repair in the Technology Department through the Learning Resource Center. There may be a delay in checking out a loaner District iPad depending on availability.

3.3 Charging your District iPad's Battery

District iPads must be brought to school each day in a fully charged condition. Students need to charge their District iPads each evening. Repeat violations (minimum of three days, not consecutively) of this policy will result in students losing at home privileges of the District iPad for up to two weeks and they will leave their District iPads in school with their homeroom teacher.

3.4 Photos/Passwords/Screensavers/Background Photos

Inappropriate media may not be taken by, viewed, emailed, or downloaded to the device. Inappropriate media is not to be used as a screensaver or background photo. Inappropriate media includes, but is not limited to, the presence of guns, weapons, pornographic materials/inappropriately explicit, inappropriate language, alcohol, drugs, and gang related symbols or pictures. Students who email, download or share inappropriate media will be disciplined in accordance with Board policy and procedures and the District's Code of Conduct. If a student receives an inappropriate image or information in an email, it is the student's responsibility to let an adult (teacher, staff member, parent) know. Passcodes are not to be created to log-on to the District iPad.

3.5 Sound, Music, Games, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

The classroom teacher may add music to the District iPad. No Internet games (sites) or apps are to be used or installed on a student device, except through the District Self Service system or as directed by the classroom teacher. If game apps are to be installed, it will be at the discretion and guidance of a Glenview School District 34 staff member. District-provided software/apps must be installed and available on the District iPad at all times or accessible through Self Service. Data storage will be through apps on the District iPad and through Glenview School District 34's Google Docs for Education accounts.

Online music is not currently a portion of the Glenview 34 student experience. Students are instructed to not utilize online music systems and will be disciplined accordingly based on the grade and infraction. Based on limitations with Apple, Glenview District 34 reserves the right to allow or deny music to each device based on what is possible with both Apple and our filtering system. Glenview District 34 continues to work with Apple to manage the Music App on-all student devices. For those who prefer no access to any music (Apple Radio Stations, Online Music, others), please contact bengle@glenview34.org (Executive Director of Educational Technology) and he will work with you individually to place limitations on the student device.

3.6 Printing

Printing will not be available with the District iPad at school.

3.7 Home Internet Access

When using the District iPad outside of the District, the student is bound by the same policies, procedures, and guidelines as when the student is at school. Students are allowed to access free wireless networks on their District iPads. It is incumbent upon parents to monitor and manage student Internet activity while at home. It is the prerogative of the parents to limit or restrict their child's District iPad use, including access to the Internet, at home. The District iPads will be filtered at home with the same configuration that is utilized at school. During the 2017 – 2018 school year, the district will be utilizing the Securely Filtering solution. Students who attempt

to access inappropriate materials while at home will be disciplined in the same manner as those with infractions throughout the school day.

4.0 Managing Your Files and Saving Your Work

4.1 Apple ID

The district no longer utilizes Apple ID's to help manage our student devices.

4.2 Saving to the District iPad/SD34 Network Resources

Students may save work directly on the District iPad. It is recommended that students also save documents to their SD34 Google Docs for Education account. In addition, students are able to email documents to themselves, parents (select times of year), and/or their teacher. Please note: Storage space will be available on the District iPad, but it is LIMITED and it will NOT be backed up in case of re-imaging or device malfunction. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. If an iPad malfunction occurs, the student will need to initiate a call, email, or in person conversation with the teacher to explain the situation. Each situation will be resolved on a case-by-case basis.

4.3 Network Connectivity

Glenview School District 34 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.

5.0 Online Resources / Software on District iPads

5.1 COPPA (Children's Online Privacy Protection Act)

One of the important realities of taking advantage of the wealth of online learning tools available to us and to our students is the Children's Online Privacy Protection Act (COPPA). This law applies to websites and online services (including mobile apps) and governs the collection and use of personal information from children under 13. When we work with a 3rd party site, we must operate within the constraints of the law.

In many cases, online services comply with the law by explicitly granting school districts the ability to create and manage accounts on behalf of students under age 13; however, many companies do not. The FTC recommends that all websites and online services – particularly those directed to children – post privacy policies online so visitors can easily learn about the operator's information practices.

Glenview School District 34 uses several educational web-based tools and applications operated by third parties, including but not limited to Google Apps for Education (GSuite), Schoology, IXL Math, Seesaw, and similar services. Under the federal Children's Online Privacy Protection Act (COPPA), these websites must obtain parental consent or the consent of a school district on behalf of parents before collecting personal information from children under the age of 13.

Glenview District 34 contracts with website operators that follow the COPPA requirements and are used solely for educational purposes. Glenview District 34 values your child's privacy and strives to ensure parents are aware of the web-based tools and applications we use and the nature of personal information that will be collected and used by those tools and applications. To access all Apps (by grade level), please access: [1:1 App List - Parent Version - 17 - 18](#).. The district will provide all parents an online list of sites being utilized throughout each academic school year. If you have any questions, please contact your building Principal, Technology Facilitator, or Brian Engle (Executive Director of Educational Technology).

App / Website	Home Page	COPPA Link
Artsonia	http://www.artsonia.com/	http://www.artsonia.com/privacy.asp
Google Suite	https://www.glenview34.org/parents/forms	https://play.google.com/about/families/coppa-compliance/
AUP	https://www.glenview34.org/parents/forms	NA
Cell Phone	https://www.glenview34.org/parents/forms	NA
Schoology	https://www.schoology.com/about	https://www.schoology.com/privacy
Seesaw	http://web.seesaw.me/	http://web.seesaw.me/privacy-policy
Mackin Via	https://www.mackinvia.com/	https://www.mackinvia.com/Privacy

Connect-Ed	https://connected.mcgraw-hill.com/connected/login.do	http://www.mheducation.com/privacy.html?scribybrkr
Axis 360	http://axis360.site.baker-taylor.com/	
IXL	https://www.ixl.com/	https://www.ixl.com/privacypolicy
Quizziz	https://quizziz.com	https://quizziz.com/tos
CK-12 Free Online Books, Flashcards, StudyGuides	http://www.ck12.org/student/?_ga=1.5645178.878801588.1490280572	http://www.ck12.org/student/?_ga=1.5645178.878801588.1490280572
Kids A-Z	https://www.kidsa-z.com/main/Login	http://help.learninga-z.com/customer/portal/articles/1649236-privacy
Khan Academy	https://www.khanacademy.org/	https://www.khanacademy.org/resources/parents-mentors-1#privacy-and-security
Kodable	https://www.kodable.com/	https://www.kodable.com/privacy
Quaver	https://www.quavermusic.com	https://www.quavermusic.com/ParentTeacher/pdfs/PrivacyPolicy.pdf

Additional information and summary of some prominent sites utilized by the district. The following link will take you to the parent friendly version of the district App list: [1:1 App List - Parent Version - 17 - 18](#)

ALL Grades	Primary Only	Primary / Intermediate	Intermediate Only	Intermediate / Middle	Middle School Only	Middle School Only Cont.
Google Apps Account (Mail, Drive, 2 new Google Doc apps)	ScootPad	RAZ Kids	MackinVia	Quizlet App and Website	Noredink.com	Animoto.com
Educreations		XtraMath	Axis 360	SmartMusic	http://ed.ted.com	Learnzillion.com
Popplet				SRA Reading Labs	easybib.com	Educanon.com
Brainpop				Thinglink	conjuguemos.com	Voicethread.com
Follett Brytewave -destiny discover					wordplay.com	https://www.smore.com/app
Schoology					Biblionasium	http://easel.ly/
NewsELA					emaze.com	Flashcard Elite
FrontRow					Prodigy	Duolingo
Class Dojo						reading-rewards.com
Seesaw						Zaption
Hour of Code code.org						readtapestry.com

Refme						
Kahoot						
Autodesk Design apps:123D Design and Sculpt+						
edpuzzle						
IXL						
Bitsboard						
Khan Academy						
Kodable						

5.2 Originally Installed Software/Apps

The software/apps originally distributed by Glenview School District 34 must remain on the District iPad in usable condition and be easily accessible at all times. From time to time, the school may add software/apps for use in a particular course. Periodic checks of District iPads will be made to ensure that students have not removed required apps or have added apps that are not authorized by the school.

5.3 Additional Software

Students are not allowed to load extra software apps on their District iPads unless approved by or otherwise directed to do so by their teachers or school staff. Glenview School District 34 will facilitate the distribution of apps required on the District iPads. Students are not allowed to synchronize District iPads, sync District iPads to iTunes accounts, or add non-SD34 apps to their assigned District iPad without prior approval.

5.4 Procedure for re-loading software

If technical difficulties occur or illegal software non-SD34 apps are discovered, the District iPad will be restored from backup. The District does not accept responsibility for the loss of any software or documents deleted due to a reformat and re-image.

5.5 Software upgrades

Upgrade versions of licensed software/apps are available from time to time. The District will provide opportunities to update all District iPads through planned communication to students and staff.

6.0 ACCEPTABLE USE

6.1 Statement of Responsibility

By using the District iPad, the student agrees to abide by all Board policies and rules, including, but not limited to (see section 1.0) - Policy 6:235 - *Access to Electronic Networks*, Policy 7:180 - *Bullying and Harassment*, and Policy 7:190 - *Student Discipline*. The use of Glenview School District 34's technology and network is a privilege, not a right. The privilege of using the technology resources provided by Glenview School District 34 is not transferable. This Handbook is provided to make all users aware of the responsibilities associated with acceptable, efficient, ethical, and lawful use of technology resources. If a student violates any Board policies or procedures or any provisions of this Handbook, that student's privilege to use a District iPad may be terminated, access to the District technology resources may be denied, and the appropriate disciplinary action shall be applied in accordance with Board policy and the Glenview School District 34 Code of Conduct.

Internet access is available on every computer with network access in Glenview School District 34. Network Administrators will make reasonable efforts to maintain reliable service. The District cannot, however, absolutely guarantee that the system will always be available or operating correctly.

There is no expectation of privacy for any communication made using the District iPad or for any content stored on the District iPad. The District reserves the right to inspect the District iPad and its contents at any time and for any reason.

The student is responsible for what he/she says and does with the District iPad and on the District network. Communication with thousands of others is quick and easy. Therefore, it is important for the user to stop and think before communicating and to show respect for other people and for their ideas.

6.2 Parent/Guardian Responsibilities

Talk to your student about values and the standards that your student should follow on the use of the Internet just as you would on the use of all media information sources such as television, telephones, movies, and radio. The District will provide all District iPads with filtered Internet both inside and outside the school. The District, however, is not responsible if the home filtering does not work and/or unintentionally provides access to inappropriate materials. The District is also not responsible for monitoring a student's Internet activity outside of school. The parent/guardian agrees to be solely responsible for supervising their child's use of the District iPad, including Internet access, when their child is not at school. If the parent/guardian does not wish to assume this responsibility, this should be indicated on the Student and Parent Pledge for District iPad Use form and arrangements will then be made for the student to leave the District iPad at school.

6.3 School Responsibilities

- Provide Internet and email access to its students. Provide Internet and email filtering of inappropriate materials through our District filtering system. The District is not responsible for filtering inappropriate material or monitoring a student's Internet activity outside of school. The District has acted in good faith and in a reasonable manner in selecting and implementing filtering software, blocking software, and other technology protection measures to prevent access to material which is obscene, pornographic, or, with respect to use of computers by minors, harmful to minors. Nevertheless, by using the Network, users acknowledge that such technology measures do not prevent access to all prohibited material, and may prevent access to non-prohibited material. The District assumes no responsibility for access gained or denied by the technology protection measures that have been implemented.
- Provide network data storage areas. Glenview School District 34 reserves the right to review, monitor, and restrict information stored on or transmitted via District iPads, and to investigate inappropriate use of technology resources.
- Provide staff guidance to aid students in doing research and help monitor student compliance of the Access to Electronic Networks policy.

6.4 Student Responsibilities

- If a student should receive email or other electronic message containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to bring the device to the school office.

7.0 Miscellaneous

7.1 WAIVER OF DISTRICT IPAD-RELATED CLAIMS

By signing the Student and Parent Pledge for District iPad Use form below, you acknowledge that you have read, understand, and agree to follow all responsibilities outlined in this Handbook and agree to be bound by this Handbook. You also agree and represent that the District iPad was delivered in good working order and that it must be returned to the District in good working order. BY SIGNING THIS AGREEMENT, YOU WAIVE ANY AND ALL CLAIMS YOU (AND YOUR HEIRS, SUCCESSORS, AND ASSIGNS) MAY HAVE AGAINST DISTRICT 34, ITS BOARD OF EDUCATION, AND ITS INDIVIDUAL BOARD MEMBERS, EMPLOYEES, AND AGENTS RELATING TO, CONNECTED WITH, OR ARISING FROM THE USE OF THE DISTRICT IPAD OR THIS AGREEMENT.

7.2 INDEMNIFICATION FOR DISTRICT IPAD-RELATED CLAIMS

TO THE FULLEST EXTENT ALLOWED BY LAW, YOU AGREE TO INDEMNIFY, DEFEND, AND HOLD HARMLESS DISTRICT 34, ITS BOARD OF EDUCATION, AND ITS INDIVIDUAL BOARD MEMBERS, EMPLOYEES, AND AGENTS, FROM ANY AND ALL CLAIMS, DAMAGES, LOSSES, CAUSES OF ACTION, AND THE LIKE RELATING TO, CONNECTED WITH, OR ARISING FROM THE USE OF THE DISTRICT IPAD OR THIS HANDBOOK.

**Glenview School District 34
Student and Parent Pledge For District iPad Use**

Student Responsibilities:

- I will take good care of my assigned District iPad.
- I will never leave my District iPad unattended.
- I will never loan out my District iPad to other individuals.
- I will know where my District iPad is at all times.
- I will charge my District iPad battery daily.
- I will keep food and beverages away from my District iPad.
- I will not disassemble any part of my District iPad or attempt any repairs myself.
- I will protect my District iPad by only carrying it while in the case provided.
- I will use my District iPad in ways that are appropriate, meet District 34 expectations, and are educational.
- I will not place decorations (such as stickers, markers, etc.) on the District iPad.
- I will not deface the Glenview School District 34 asset tag sticker or any other District label on any District iPad.

I understand that my District iPad is subject to inspection at any time without notice and remains the property of Glenview School District 34.

I will follow the policies and guidelines outlined in the iPad One-to-One Student/Parent Handbook – Policies, Procedures, and Guidelines, as well as all Board policies and procedures, while at school, as well as outside the school day.

I will immediately notify my homeroom teacher in the case of fire, theft, vandalism, loss, or other damage to the District iPad.

I will be responsible for all damage or loss caused by neglect or abuse.

I agree to return the District iPad, case, cables, cords, and any other accessories in good working condition.

Parent Responsibilities:

- I will supervise my child's use of the District iPad at home and anywhere else my child may use it.
- I will supervise and take full responsibility for my child's Internet use at home.
- I will not attempt to repair the District iPad, nor will I attempt to clean it with anything other than a clean, dry cloth.
- I will report any problems with the District iPad to school.
- I will make sure my child brings the District iPad to school each day.
- I understand that if my child comes to school without the iPad, my child may not be able to participate in certain classroom activities, and his/her grade may be affected.
- I agree to make sure the iPad is returned to the school at the end of the school year, upon request, or upon my child's withdrawal from the District.

We, _____ (Student's name – please print clearly)

_____ (Parent/Guardian's name – please print clearly)

understand and agree to the stipulations set forth in the iPad One-to-One Student/Parent Handbook and the Student and Parent Pledge for iPad Use and understand that violations will result in consequences per Board policy and the District 34 Code of Conduct.

Student Signature

Date

Parent Signature

Date

Parent Signature

Date