

iPad
STUDENT

HANDBOOK



LEARNING



IN OUR



HANDS



PURPOSE

The Hickman Mills C-1 School District uses Instructional Technology as one way of enhancing our mission to provide a foundation for our students that maximizes academic success and fosters civic engagement. In an effort to maximize academic success, technology is seamlessly integrated across the curriculum in the District. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. The Hickman Mills C-1 School District is committed to providing students the appropriate technology access to enhance their learning. The individual use of technology is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

We are excited to provide an iPad whether individually assigned or as shared devices in earlier grades - to every HMC-1 student. While using the iPad, students will be sharpening their 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.



STUDENT GOALS

- To increase students productivity in and outside of the classroom when completing assignments, projects and other activities assigned in all classes.
- To promote and advocate safe, legal, and responsible use of digital content.
- To increase student opportunities to interact, collaborate, and publish with peers, experts, or others by utilizing a variety of digital tools and media.
- To increase student use of academic resources such as textbooks, scholarly sources, content rich media, and best practices.
- To improve student ability to locate, organize, analyze, evaluate, synthesize, and ethically use information from a variety of sources and media.



INTRODUCTION

WHY PROVIDE AN IPAD FOR STUDENTS?

An iPad is a powerful technology device. When each student has an iPad 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. iPads are easy to carry and their batteries last a long time, so learning can take place anywhere.

If Internet access is available at home, students may access many online resources the District has paid for or has available as a free resource to enhance the student’s education beyond the normal school hours. This may assist students with extra practice and filling in knowledge gaps.



INTRODUCTION

RECEIVING THE iPad

The iPads are the property of the Hickman Mills C-1 School District, and students will use them during the school year. Students and parents/guardians need to submit all required paperwork before an iPad is assigned to a student to be taken home for extended learning.

RETURNING THE iPad

Students who withdraw early or who terminate enrollment in the Hickman Mills C-1 School District for any reason must return the district iPad, case, power adapter, and cable in working condition to the main office of their school 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 per School Board Policy JFCB, Care of School Property by Students.***



DEVICE USAGE

Teacher and Student iPads use will be in accordance with the HMC-1 School District's Acceptable Use Policy (AUP). All students have been provided of the AUP and must follow it. Acceptable use of district technology resources will be in support of research or other usage consistent with the educational and instructional policies and goals of the district. Such access includes, but is not limited to, the following:

1. Intellectual activities and research.
2. Seeking or sharing resources.
3. Accessing libraries.
4. Appropriate and proper communication with others through the network, including discussion groups.
5. Sharing research, projects and information with others.
6. Collaborative learning with other students, teachers and districts.
7. Global information news.



STUDENT EXPECTATIONS

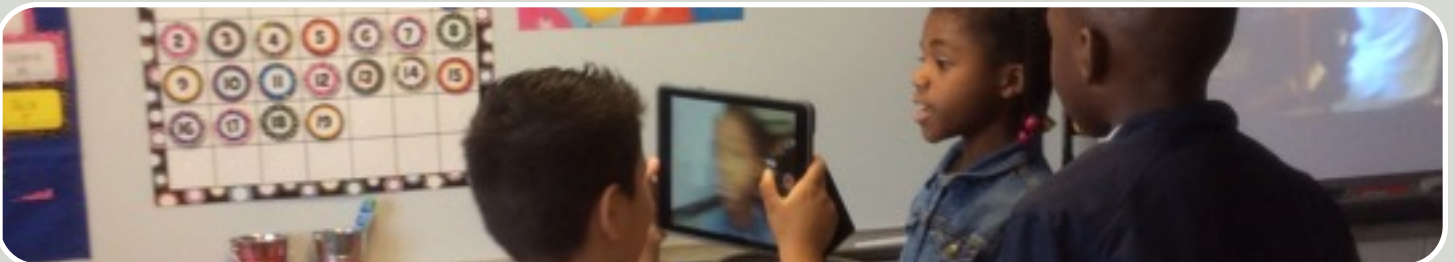
iPads can be a wonderful educational tool. The Hickman Mills C-1 School District is proud to be able to provide students an iPad for use at school. Responsibilities come with the privilege of iPad use, and some uses are not allowed.

Responsible Use

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.



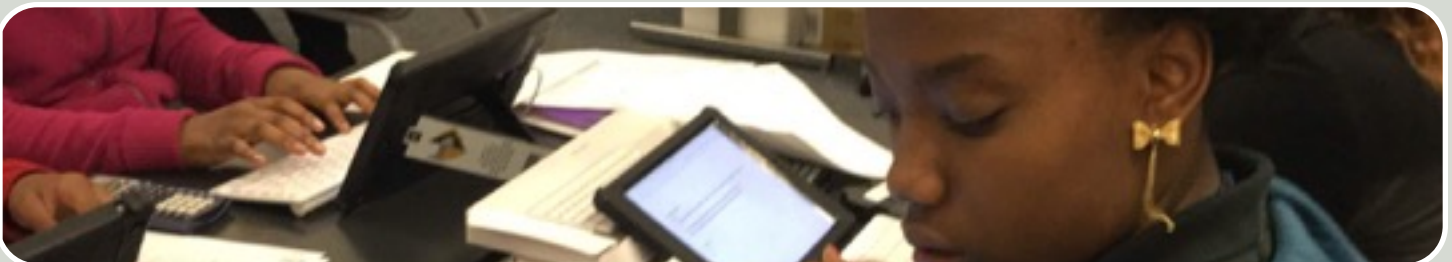
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Unacceptable Behavior and Uses

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; searching for and/or copying answers or information on the internet or other electronic resources; copying and submitting someone else's information or assignment as their own; or conducting 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, add restrictions, remove security profiles, or vandalize district technology resources.
- Install any apps other than those authorized by the HMC-1 School District.



DISTRICT POLICIES

The Hickman Mills C-1 School District provides access to district technology resources for educational purposes. This access may be restricted or taken away at any time for abusive or inappropriate conduct related to the use of district technology resources.

Failure to comply with the 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 JFCF Hazing and Bullying
- Policy JFCB Care of School Property by Students
- Policy JFG Interrogations, Interviews and Searches
- Policy EHB Technology Usage
- Policy EHB-AP(1) Technology Usage - (Technology Safety)

All policies may be viewed in their entirety at hmc1sd.schoowires.net/Page/6040

***The iPad is the property of the Hickman Mills C-1 School District and as a result may be seized and reviewed for content at any time.**



IPAD CARE

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 its case.

DOES THE iPad COME WITH A KEYBOARD?

A limited number of keyboards will be provided to each classroom to assist with keyboarding skills, writing and district and state assessments.

DOES THE iPad COME WITH HEADPHONES?

Classroom headphones will be provided to students when needed for academic work or assessments throughout the school year. These will remain on premise at school. Students are welcome to purchase cheaper earbuds for use when the iPad is taken home.



IPAD AT HOME

WHAT DO I DO WITH THE IPAD WHEN I'M NOT USING IT?

1. Students in grades K-5 will store iPads in their classroom carts when they are not sent home.
2. Students who are allowed to take their iPads home should plan to take the iPad home with them after school every day. Teachers will often assign work that can be enhanced by the use of technology after school hours.
3. Several online resources have been purchased by the District which students have access to from home on their iPad. These resources may assist students with enriching, enhancing and filling in gaps of knowledge. **Please ask your students about: MobyMax, DreamBox Math, Discovery Science TechBook!!Elementary students should be accessing these applications from iPads, when taken home.**
4. 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.
5. Identify a central location in your home where students should store and/or charge their device.

IPAD AT HOME

Parents and Guardians

In accordance with the HMC-1 District Acceptable Use of Technology Agreement for students, 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. This is available online at the Common Sense Media website.

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.

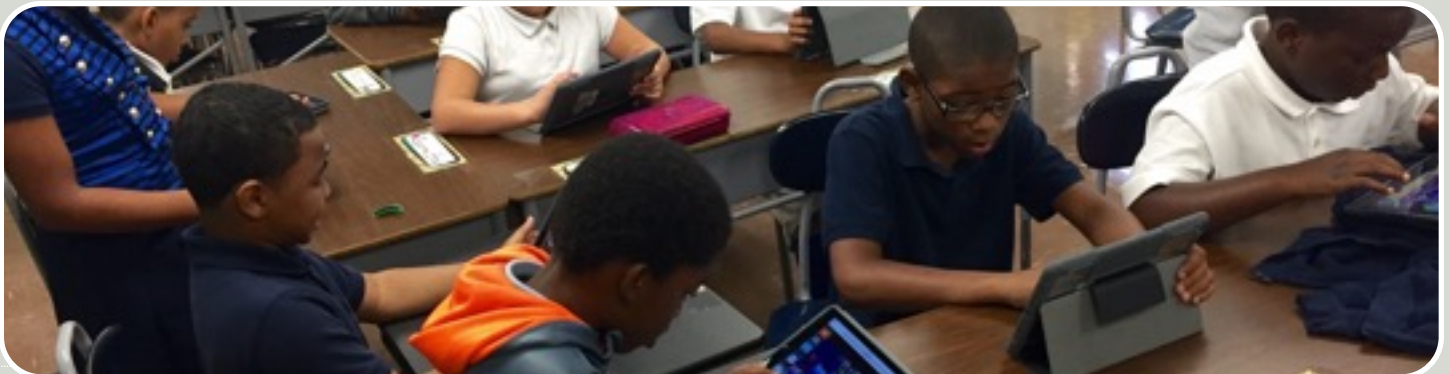
- Have your child use the device in a **central location** in your home, such as the kitchen or living room, so that you can **easily monitor and supervise their use.**
- Set expectations that your child is to complete assignments and tasks **before** they use the device to access the internet, play games, or listen to music.



SECURING YOUR IPAD

An iPad is a valuable device and could be the target of theft. Please adhere to the following procedures to make sure this doesn't happen.

1. 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.
2. 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.
3. Avoid leaving or storing the iPad in a vehicle.
4. Avoid loaning your iPad to another person. You are solely responsible for the care and security of your iPad.
5. Do not use the iPad or allow it to be visible when waiting at a bus stop; riding public transportation, or when walking in the community.
6. Carry the iPad to and from school in a school bag or backpack so that it is not visible.
7. 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. Never share your username and password with others and do not use another person's username and password.



USING THE IPAD

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 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.

HOW WILL I SAVE THE WORK I DO ON MY IPAD?

For all documents, it is recommend that students upload all files (photos, videos, other documents) to Google Drive. Student iPads should be set to auto-synch to Google Drive when taking Photos or Videos on the device.

Storage space will be available on the iPad, but you will have a limited amount of storage space. 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.



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HOW WILL I TURN IN THE WORK I DO ON MY IPAD?

Your iPad will allow you to create and share information in new and exciting ways. Your teacher will utilize one or more of the following methods to collect assignments from your device.

1. Google Classroom Assignments
2. Air Drop
3. Google Email
4. Google Drive/Google Photos



INSTALLING APPS

1. Apps

- a. The Hickman Mills C-1 School District will manage the installation of Apps on the iPads using the JAMF application (3rd party software).
- b. Additional apps will be pushed out to students and/or available in the SELF SERVICE App on the student iPad.

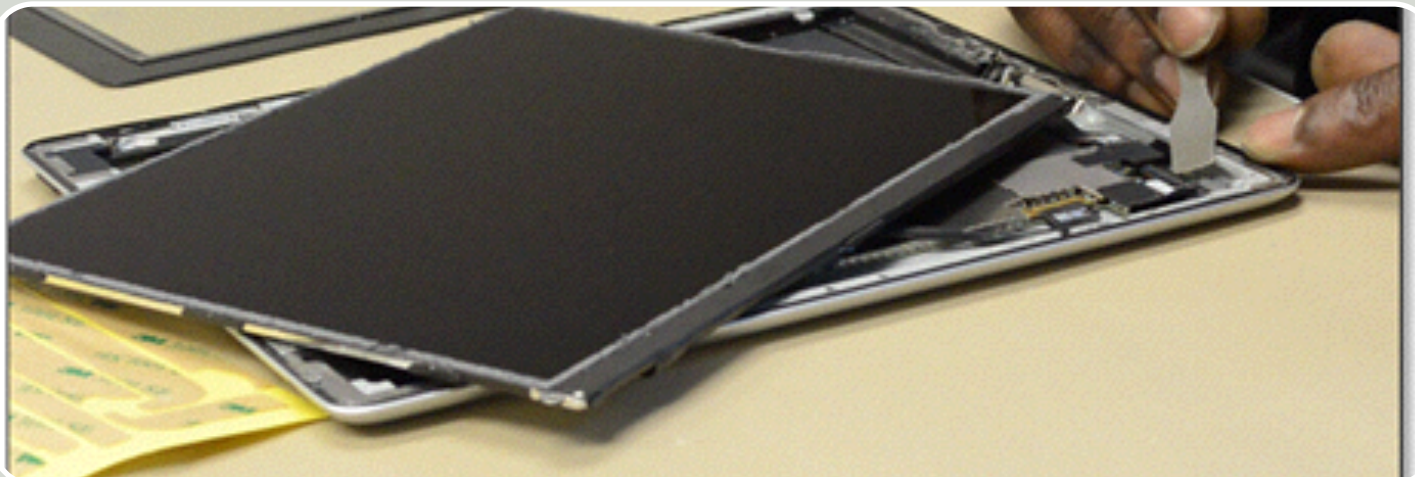
2. Requesting Apps

- a. Each school will have the ability to add additional Apps to the SELF SERVICE App.
- b. If a student would like to request that an App be added to the catalog the request must be submitted to their Teacher.
- c. Teachers will then submit the App request to the school's Media Specialist or Technology Department.



IPAD ISSUES

1. If an iPad is not functioning properly the student should notify their teacher.
2. If the iPad is experiencing technical difficulties outside of school hours, the student will need to wait until you return to school to report it.
3. Teachers will do the appropriate troubleshooting.
4. The Technology Department will be take appropriate steps to resolve any issues on the iPad.
5. If the Device is taken out of circulation, the student may receive a temporary replacement device.
6. At any time, parents may email building principal (recommended) or the Director of Technology, Dr. Connie Smith at: ConstanceS@hickmanmills.org with any questions concerning the use of the iPad in the District classrooms.



LOST - STOLEN - DAMAGED

Students are expected to exercise reasonable care to protect District-provided devices from damage or theft and must report any such incidents immediately. The District may require students to reimburse the District for any damage or theft that was the result of the gross negligence.

1. In the unlikely event that an iPad is lost or stolen, report it to the main office of your school immediately. The school will conduct an investigation to recover the lost or stolen item.
2. Please be prepared to provide information that will aid in the recovery of the device; asset tag number, last known location, etc.
3. An Incident Report will be filed with the Technology Department. If the iPad is not recovered, a police report will also be filed.
4. **Additional actions and fees may be assigned following a full review of the incident report.**
5. Students who graduate early, withdraw, are expelled, or who terminate enrollment in the Hickman Mills C-1 School District for any reason must return the district iPad, case, power adapter, and cable in working condition to the main office or media center of their school 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 per School Board Policy JFCB, Care of School Property by Students.**

