

Porter Township School Corporation

Digital 1:1 Initiative
General Information
Presentation



Picking up your iPad

- This Power Point is your orientation.
- As stated in the opening remarks, when the viewing of this video is complete you will be required to sign a document stating you have watched the power point presentation. You will need to bring this signed document with you to registration in order to receive your iPad.
- Parents/Guardians, as well as students, will also need to sign the Student Internet and Technology Responsible Use Agreement.

Students are responsible for the general care of the iPad they have been issued by the school. The iPads that become broken or fail to work properly must be taken to the Office (for BGE/BGMS) or Media Center (for PLE/BGHS) as soon as possible so that the PTSC Tech Team can be notified immediately and take care of the situation.

District-owned iPads should never be taken to an outside computer service for any type of repairs or maintenance.

Students should never leave their iPads unattended at school, except locked in their hallway locker.

General Precautions

- No food or drink should be next to iPads.
- Cords, cables and removable storage devices must be inserted carefully into iPads.
- iPads should not be used or stored near pets.
- iPads should not be used with the power cord plugged in when the cord may be a tripping hazard.

General Precautions

- iPads must remain free of any writing, drawing, stickers and labels.
- Heavy objects should never be placed on top of the iPads.

iPad Cases

- Each student will have to purchase a protective case for his/her iPad that should be used whenever the iPad is being transported or not in use.
- The protective case **MUST** be brought to registration in order for you to leave with your iPad.
- **THE IPAD MUST LEAVE THE BUILDING IN A PROTECTIVE CASE!**
- PTSC requires that the cases protect the four corners and has the right to require a student to change cases at any point in the year if deemed not protective.

Porter Township
School Corporation
Protective Case
provided at
registration for \$35



Examples

- The following slides are some examples of cases that would fit our guidelines.
- If your case is not listed, it does not mean it won't meet our requirements.
- To be approved, your case has to have similar protection our case and/or these example cases.

The Otterbox Defender

- This has a price range of \$60.00 to \$80.00.
- Color and style choice impacts price.



Lifeproof Nuud

- The price of this case is \$100.00.



Griffin Survivor

- This case is \$40.00.
- There are a lot of color options with relatively similar price points.



Transporting iPads

- Always transport iPads with care and in PTSC issued or approved cases.
- Failure to do so may result in disciplinary action.

Screen Care

The iPad screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents and other liquids. The screens are particularly sensitive to damage from excessive pressure.

Screen Care

- Do not put pressure on the top of an iPad.
- Do not place anything in the protective case that will press against the cover.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Asset Tags

- All iPads will be labeled with a PTSC asset tag.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of an iPad for tampering with a PTSC asset tag or turning in an iPad with out a PTSC asset tag.

Using Your iPad at School

Students are expected to bring a **fully charged** iPad to school every day and bring their iPads to all classes unless specifically advised not to do so by their teacher.

If a student does not bring his/her iPad to school

- A student may stop in the Office (for BGE/BGMS) or Media Center (for PLE/BGHS) and check out a daily loaner, **if available**, for the day.
- A student borrowing an iPad must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.
- The students that obtain a daily loaner will be responsible for returning the borrowed device to the Office (for BGE/BGMS) or Media Center (for PLE/BGHS) at the end of the day.

If a student does not bring his/her iPad to school

- If a daily loaner is not turned in by the end of the school day, the Office (for BGE/BGMS) or Media Center (for PLE/BGHS) will submit a report to the principal's office and the principal.
- The Office (for BGE/BGMS) or Media Center (for PLE/BGHS) will document the number of times a loaner is issued to each student for not having his/her own iPad at school and will send reports to the principal's office for those students that have more than one occurrence during the school year.

iPads being repaired

- Long term loaner iPads may be issued to students when they leave their school-issued iPad for repair in the Office (for BGE/BGMS) or Media Center (for PLE/BGHS).
- A student borrowing an iPad must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- iPads on loan to students having their devices repaired may be taken home.
- Students will be notified when their devices are repaired and available to be picked up.

Charging iPads

- iPads must be brought to school each day with a full charge.
- Students should charge their iPads at home every evening.

Backgrounds and Themes

- Inappropriate media may not be used as iPad backgrounds and themes. The presence of such media will result in disciplinary action.

Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used in class at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.

Logging into the iPad

- Students should log into the iCloud on their iPads using their Apple ID's provided by PTSC.
- PTSC Apple ID's are in the following format:
firstname.lastname@appleid.ptsc.k12.in.us
- Should your child not have one, you will have the logon information in the mail app when you receive the iPad.

Managing and Saving Your Digital Work With an iPad

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the iPad's hard drive.
- Students should always remember to save frequently when working with digital media.

Managing and Saving Your Digital Work With an iPad

- The district will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.
- Sending important documents to your Schoology or Google Drive account is recommended.

Using Your iPad Outside of School

Students are encouraged to use their iPads at home and other locations outside of school. A WiFi Internet connection will be required for the majority of iPad use, however, some applications can be used while not connected to the Internet.

Using Your iPad Outside of School

Students are bound by the Porter Township School Corporation Responsible Use Policy, Administrative Procedures, iPad agreement and all other guidelines in this document wherever they use their iPads.

Operating System and Security

Students may not use or install (jailbreak) any operating system on their iPad other than the current version of Apple iOS.

Updates

- The iPad operating system, Apple iOS, will not automatically update, but will prompt for the updates. Students will be able to update the iPad at this time.

Virus Protection

- iPads use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

iPad Identification

▪ **Records:**

The district will maintain a log of all iPads that includes the iPad serial number, asset tag code, name and ID number of the student assigned to the device.

▪ **Users:**

Each student will be assigned the same iPad for the duration of his/her time at Porter Township School Corporation. *Take good care of it!*

Repairing/Replacing Your iPad

- All iPads in need of repair must be brought to the Office (for BGE/BGMS) or Media Center (for PLE/BGHS).
- The iPad will be analyzed and the Technology Department will be notified immediately.

Vendor Warranty

- iPads include a one year hardware warranty from the vendor.
- The vendor warrants the iPad from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown and faulty construction. The vendor will provide normal replacement parts necessary to repair the iPad or, if required, an iPad replacement.

Vendor Warranty

- Any unauthorized alteration on the device will void the warranty and this will result in the students being responsible for that cost.
- The vendor warranty does not warrant against damage caused by misuse, abuse or accidents.
- All repair work must be reported to the Office (for BGE/BGMS) or Media Center (for PLE/BGHS).

Damaged iPad

- **ALL iPads MUST BE KEPT IN AN APPROVED CASE AT ALL TIMES.** Students will be given the option of purchasing a case from the school for \$35.00, or purchasing a case from the approved list. The majority of damaged iPads that we receive are cracked screens as a result of dropping the device. Securing the iPad in a case at all times will greatly increase the odds of not damaging the device if dropped. Any damage caused to an iPad not in a case will result in the student incurring the full cost of the repairs. Students found with their iPads not in a case will be documented and may be fully responsible for any future damage.

Accidental Damage To iPad

- **Any damage to your iPad must be reported to school authorities immediately to avoid further damage to the device.**

Students not reporting the damage immediately will be held responsible for the entire cost of repairing the device. Should it be determined that the damage to your iPad was accidental, and the iPad was properly secured in an approved case, the following process will take place.

- **First Accidental Damage Claim:**

Student pays a deductible based on the chart to the right and PTSC will cover the remaining cost of the repair. Student will be issued a loaner iPad while their device is repaired.

School	Non-Screen Damage	Screen Damage
PLE	\$50	\$100
BGE/BGMS/BGHS	\$50	\$50

- **All Further Accidental Damage Claims For Current School Year:**

Student will be issued a loaner iPad while the device is repaired. Student is responsible for the full cost of the repair or full cost of replacement should the device be unrepairable. Repeated accidental damage claims may result in iPad restrictions or lose of take home privileges. (See table of estimated repair costs)

Lost, Stolen, Non-Repairable Damage

- If your iPad is lost, stolen, or damaged beyond repair as a result of irresponsible behavior, the student may be held responsible for the full replacement cost which is:
- BGHS: **\$329.00**
- PLE/BGE/BGMS: **\$374.00**
- Examples of irresponsible behaviors include, but are not limited to, intentionally damaging the device, jail breaking the device, leaving the device unattended, leaving the device in an unsecured area or unlocked vehicle. You will be held responsible for the full replacement cost of the device should it be stolen, lost, or damaged as a result of these types of behavior.

Spare Equipment and Lending

If a student's iPad is inoperable, the school has a limited number of spare devices for use while the student's iPad is repaired or replaced. This agreement remains in effect for loaner iPads. The student may not OPT to keep an inoperable iPad to avoid doing class work due to loss or damage. If a student does not bring his/her iPad to school, the student may be required to borrow a device from the school based on the direction from his/her teacher. Disciplinary action may result for failure to bring a fully charged iPad to school.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of an iPad, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor and record use of student iPads at any time for any reason related to the operation of the District. By using an iPad, students agree to such access, monitoring and recording of their use.

Monitoring Software

- Teachers, school administrators and technology department staff may use monitoring software that allows them to view the screens and activity on student iPads.

Appropriate Uses and Digital Citizenship

School-issued iPads should be used for educational purposes and students are to adhere to the *Responsible Use Policy* and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

DIGITAL CITIZENSHIP

1. Respect Yourself

I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images and other media that I post online. I will carefully consider what personal information about my life, experiences or relationships I post. I will not be obscene. I will act with integrity.

2. Protect Yourself

I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts and resources.

3. Respect Others

I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist or inappropriate. I will not enter other people's private spaces or areas.

4. Protect Others

I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

5. Respect Intellectual Property

I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

6. Protect Intellectual Property

I will request to use the software and media others produce. I will purchase, license and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

iPad Policies

Students at Porter Township School Corporation will be issued iPads for use in school and at home. These following slides provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments and being a good digital citizen.

Students and their parents/guardians are reminded that use of TECHNOLOGY is a privilege and not a right and that everything done on any device, network or electronic communication device may be monitored by the school authorities. Inappropriate use of the TECHNOLOGY can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade and/or legal action.

Students and their
parents/guardians are
responsible for reviewing the
iPad Policies and
Responsible Use guidelines.

Ownership of the iPad

Porter Township School Corporation sole right of possession of the iPad. The iPads are RENTED to the students for educational purposes for the academic year. Moreover, Porter Township School Corporation administrative staff and faculty retain the right to collect and/or inspect iPads at any time, including via electronic remote access and to alter, add, delete installed software or hardware.

Responsibility for the iPad

Students are solely responsible for the iPads issued to them and must adhere to the following:

- must comply with the Responsible Use Guidelines and all policies of the school corporation when using their iPads.
- must bring their iPads to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action. Note: A fully charged iPad should last 6-10 hours depending on use.
- must treat their device with care and never leave it in an unsecured location.
- must keep their device in a protective case at all times.

- must promptly report any problems with their iPad to tech support.
- may NOT remove or interfere with the serial number and other identification.
- may not attempt to remove or change the physical structure of the iPad, including the keys, screen cover or plastic casing.
- may not attempt to install or run any operating system on the iPad other than the Apple iOS operating system supported by the the school.

- must keep their device clean and must not touch the screen with anything (e.g., pen, pencil, etc..) other than approved computer screen cleaners.

Responsibility for electronic data

The students are solely responsible for any apps or extensions on their iPad that are not installed by a member of the school staff. Students are responsible for backing up their data to protect from loss. Users of school technology have no rights, ownership or expectations of privacy to any data that is, or was, stored on the iPad, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images, programs, music and video. Downloading, sharing and posting online illegally obtained media is against the Responsible Use Policy.

Responsible Use Guidelines

Porter Township School Corporation believes that access to technology should be given to students when they act in a responsible, efficient, courteous, and legal manner supporting the district's mission, goals and student initiatives.

The mission of the Porter Township School Corporation 1:1 Digital Learning Initiatives are to use technology effectively to increase student engagement thereby increasing student achievement in all areas. All students will be immersed in a technology rich environment, which motivates, engages and challenges students to learn 21st century skills, as it will be an integral part of virtually every aspect of daily life.

It is important that users understand their responsibilities and conduct themselves as responsible learners at all times.

Responsible uses of technology are devoted to activities that support teaching learning. The following statements represent the students' agreement about the responsible use of technology.

I will:

- Bring my iPad to school fully charged each day.
- Keep private information private. (My password and identity are mine and not to be shared with anyone other than my parent/guardian).
- Treat others with respect, both online and offline.
- Strive to be a responsible digital citizen.
- Encourage others to be a good digital citizens.

I will:

- Use computers for school-related purposes during school hours.
- Credit my sources when I am using other people's information, images or other material.
- Respect the work of other students and not copy, alter or otherwise damage work that is not mine.
- Follow PTSC policies, rules and regulations.
- Take care of technology equipment.
- Notify an adult immediately if I violate the Responsibility Use Policy.

I will not:

- Read another student's private communications and schoolwork without permission.
- Use improper language or pictures.
- Use any form of electronic communication to harass, intimidate, ridicule or otherwise harm others.
- Pretend to be someone else online.
- Give out my full name, address or other personal information to someone I don't know.

I will not:

- Give out names, addresses or any other personal information of others.
- Take pictures and/or record audio/video without the consent of that student or staff member.
- Search for, possess, read, view or copy inappropriate pictures or information.
- Damage, change or tamper with the hardware or network in any way.
- Decorate the iPad with stickers, writing or other markings.

I understand:

- My work can be lost and I should be careful to backup important work.
- The Internet and PTSC technology may not work at all times.
- Not all content available on the Internet is true.
- It is my responsibility to validate information or research on the Internet.
- The use of the Internet provided by PTSC is a privilege and not a right.

I understand:

- The full use of the iPad is a privilege and not a right.
- The iPad is the sole property of PTSC.
- School personnel have full authority over the iPad.

Consequences for misuse:

- School administrators may revoke the use of iPad features due to my poor performance in academics, attendance and/or behavior.
- I may be disciplined at school up to and including suspension or expulsion if I act irresponsibly.

The Board of School Trustees of the Porter Township School Corporation recognizes the importance of technology education and computer access in preparing students. While the district's intent is to make Internet access available in order to further educational goals and is appropriate to the education of our students; consequently, administration shall develop an agreement for the use of external networks which shall specify guidelines to help ensure appropriate utilization by student and staff members. Additionally, it is the intention of this policy to have student Internet activities monitored by the school corporation to ensure students are not accessing inappropriate sites. Each school corporation computer with internet access, an available to students, will have a filtering device or software that blocks and/or monitors access to visual depictions that are obscene, pornographic, inappropriate for students or harmful to minors. All staff members and students will be expected to sign the agreement before using an external network. The Provision of this policy and the content of the accompanying exhibit are subordinate to local, state and federal statute.

Porter Township School Corporation firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

Thank You and remember:

Every Student. Every Day.

To Their **Fullest Potential**