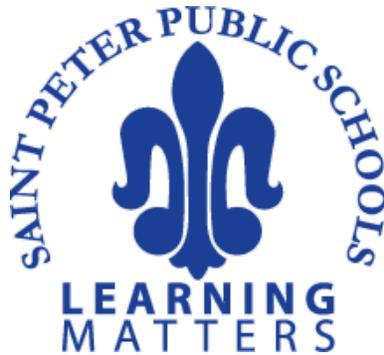


Saint Peter High School



Saints Digital Learning Initiative

1-to-1 Learning Handbook

2017-2018

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Overview

Through the Saints Digital Learning Initiative, Saint Peter Public Schools continues its commitment to offering students and teachers access to best-practice strategies and modern equipment to improve the classroom experience. The Saints Digital Learning Initiative will provide students and teachers modern technology tools to enhance teaching and engage students in the skills necessary for them to achieve success in the 21st Century.

The Saints Digital Learning Initiative will provide modern tools to assist teachers to enhance our high-quality instruction and rigorous learning experiences for students in ways that cannot be achieved using traditional tools and materials. By utilizing mobile devices, such as iPad Minis, teachers are enabled to more effectively engage different types of students, because the resources for learning are in the hands of the learner. Face-to-face learning experiences will be enhanced by mobile devices through increased student engagement and new opportunities that empower students to become self-motivated learners and develop positive digital citizenship skills.

All 9th grade students will be issued a mobile device through a 1-to-1 digital learning program that will provide each student a personal learning tool that can be adapted to various courses and learning experiences. Our 1-to-1 digital learning program will provide students new opportunities for authentic experiences to develop the skills and strategies for using emerging digital tools that they will need to be prepared to achieve success in college and careers after high school.

This is an exciting time for our school, and we look forward to working with our students and families to further enhance the educational experience at Saint Peter High School. Please contact us if you have any questions. We are here to help.

Annette Engeldinger
Principal
Saint Peter High School

Darin Doherty
North Elementary Principal
Technology & Learning Leader
Saint Peter Public Schools

I. Student Responsibilities

- A. Students are expected to use the iPads appropriately for educational purposes and follow all classroom procedures set by their individual teachers.
- B. Students are expected to have their iPads in school each day with a fully charged battery. Forgetting the iPad or having a dead battery are not acceptable reasons for failing to complete work or turn in assignments. Charging stations are available in the media center for students who need a recharge during the school day or for students who do not bring their iPad home. Repeated failure to bring the iPad to school or failing to charge the battery may result in the loss of home privileges.
- C. Students are responsible to download to the iPad any necessary documents, assignments, apps, and/or materials from their teachers. If a family does not have wireless access at home, students must do this before school, during the school day, or after school.
- D. Students may load photos and videos on their iPad as long as all content complies with the District's Internet Acceptable Use and Safety Policy. The use of music on the iPad during instructional time is at the discretion of the classroom teacher. Students may set their own screensaver photos. The presence of inappropriate music, photos, or videos may result in the loss of the iPad and/or other disciplinary actions.
- E. If non-conforming apps or software are discovered on the iPad, the iPad will be restored to the school set of software and disciplinary actions may be enacted. Technology staff is not responsible for saving, restoring, or backing up documents, music, videos, or photos that students store on the iPads.
- F. Students are encouraged to store documents, worksheets, notes and other files on their iPad, and are responsible for backing up or saving all work. Students are encouraged to either email documents to themselves as a backup or use a cloud-based storage account such as Google Drive or Dropbox.
- G. Students attempting to hack or jailbreak the iPad will be subject to disciplinary action.
- H. Students are not allowed to personalize the case provided by the school. If students wish to provide their own case and personalize it, the case must be approved by technology staff and the case provided by the school must be returned.

- I. Student iPads are not configured to print. Students are encouraged to use email and cloud-storage solutions to transfer documents to their instructors.
- J. Students are encouraged to use their school district email address for their Apple ID account creation.

II. Parent Expectations

- A. Parents are required to sign the Saint Peter Public Schools 1:1 Guidelines and Agreement Form found at the end of this handbook. Parent signatures allows students to take iPads off campus.
- B. Parents are asked to support the acceptable use of iPads by communicating with their student about the standards of appropriate content and helping to monitor the use of the iPad at home.
- C. Parent iPad Orientation sessions are held prior to the start of the school year and as needed throughout the school year.
- D. Parents are asked to assist their student in communicating report theft or damage.
- E. Parents are encouraged to become familiar with the iPad and use it to track their student's progress. The iPad allows parents and students to view class assignments, calendars, homework and monitor progress in classes.
- F. Parents are asked to ensure that only the student and parents use the school-assigned iPad.

III. Terms and Conditions

- A. iPads are distributed once the 1:1 Guidelines and Agreement Form has been signed and received by Saint Peter Public Schools.
- B. Legal ownership of the iPad remains with the District. The use of the iPad is a privilege extended to students and is conditioned upon compliance with the requirements of this handbook, the District's Internet Acceptable Use and Safety Policy, and all other District

policies.

- C. iPads and accessories are checked in at the end of each school year. Students who graduate early, transfer, withdraw or are expelled are required to return the iPad and accessories at the time of withdrawal. Students returning to school the following year are issued the same iPad that was previously assigned to them.
- D. The District reserves the right to repossess the iPad and accessories at any time if the student does not fully comply with the terms of this handbook. The District may also choose to limit and/or withdraw home use privileges for failure to comply.
- E. Failure to return the property in a timely fashion may result in the involvement of law enforcement.
- F. Due to the need to comply with licensing agreements, all software and apps are managed by the school district.
- G. iPads are subject to routine monitoring by teacher, administrators, and/or technology staff. Users have no expectation of privacy when using District equipment or technology systems.
- H. If technical difficulties arise with an iPad, or non-conforming content is discovered, the iPad will be restored by technology staff. If the school is required to restore an iPad, the school is not responsible for the loss of any content added to the iPad by the student.
- I. Each iPad has identifying labels, which must not be removed or altered. Students are not allowed to permanently mark the iPad or case.
- J. The use of the iPads during instructional times is governed by classroom teachers. Failure to follow the instructions of the teacher may result in disciplinary action.
- K. The iPad may ONLY be used by the student to whom it is assigned or by the parents of the student. Students are not allowed to loan the iPad to another student.
- L. Students are responsible for the security of the iPad at all times. The iPad should never be left unsecured. When not with the student, the iPad should be secured or stored in a locked location out of view. During after-school activities and/or away events, students are still responsible for securing the iPad.
- M. Students should keep personal information about themselves and others off of the iPad.

Password security for network systems should be maintained, as should the privacy of locker combinations. It is the responsibility of the student to keep his or her information secure.

IV. General Care Instructions

- A. iPad screens are to be cleaned with a soft, clean cloth. Chemical cleaners or liquids, including water, should not be used on the iPads.
- B. Charging cables/cords are to be inserted and removed carefully to prevent damage. This is done by grasping the plugs rather than the cord. The charging cord should be plugged into the wall outlet before connection to the iPad. When disconnecting, remove the cable from the iPad before pulling the plug from the wall outlet.
- C. iPads must be kept in the protective cases at all times.
- D. iPads are not designed to have weight placed on top of it. Students should never stack items on top of iPad or wedge the device tightly into a backpack or case. The iPad cases should not be used as a folder to carry other items, including any sharp or pointed items such as pens or pencils.
- E. iPads are easily damaged by liquids, food and other debris. iPads should be closed in cases and put away during meal and snack times.
- F. iPads are not to be exposed to extreme temperatures. iPads are not to be left in any location where the temperature falls below freezing or exceeds 95 degrees Fahrenheit. If the iPad is cold, it must be warmed up to room temperature before use. iPads exposed to direct sunlight or high temperatures must cool down before use.
- G. Battery life is shortened by using Wi-Fi, Bluetooth, a high screen brightness, and video. Students will learn management settings and apps to improve battery performance.

V. Damage, Theft, Repair

- A. Damage or hardware issues must be reported immediately to school personnel. For cases

of hardware failure or accidental damage, a loaner will be provided for the student throughout the repair/replacement process.

- B. Students/parents are responsible for the full cost of any willful, negligent or intentional damage to the iPad. Failure to pay for willful, negligent or intentional damage will be turned over to law enforcement.
- C. Replacement or repair fees will be assessed for lost or damaged iPads and accessories. The replacement cost for damages and repair are reflected below:
 - Replacement cost for the provided iPad case is \$40
 - Replacement cost for the provided iPad wall charger and cable is \$38
 - Replacement cost for the provided iPad charging cable is \$15
 - Replacement or repair for damaged or broken screens may cost up to \$150 depending on the extent of damage
 - Replacement cost for the entire iPad is \$299
- D. Students who leave Saint Peter Public Schools during the school year must return the iPad, along with any other accessories, at the time they leave. The iPad and all accessories should be returned to the Technology Department Staff.
- E. Theft must be reported immediately. Parents and/or students are required to complete a theft report through the local police department.
- F. Tracking software may be used to locate and recover missing iPads.

VI. Frequently Asked Questions

A. Why iPads, as opposed to laptops?

- Since 2010, the iPad has emerged as one of the leading new tools in education. After careful consideration and investigation, we believe that the iPad is currently the best instrument to give to each of our students for access to the technology that they will need in their education. However, we know that technology changes constantly and we will reevaluate the device selection as new products come to market.
- As society evolves with technology, students and teachers will need to be savvy users of mobile tools that are compatible with many different environments and the iPad fits this requirement.
- At this time, there are numerous applications available for the iPad to aid and enrich learning in ways that will enhance students' learning experiences rather than to

simply replicate traditional strategies using digital tools.

B. Why is the 1-to-1 digital learning program of the Saints Digital Learning Initiative beginning with 9th grade students?

- Ninth grade is a milestone year for students as they transition from middle school to the rigor and demands of high school. Students will be issued iPads in 9th grade to give them the opportunity to grow with their iPad as they progress through high school.

C. When will students receive their iPads?

- Saint Peter High School will issue iPads to 9th grade students the week prior to the first day of school. Orientation and training events will be made available as part of the back-to-school process.
- iPad carts will be available for classroom use in grades Pre-K through 8.

D. Which version of the iPad will students and teachers receive?

- Students will use a 32GB version of the iPad, and teachers will use a 32GB version of the iPad.

E. Does the school plan to use digital books next year?

- Saint Peter Public Schools will review available digital curriculum materials as a part of the curriculum review process each year. While many publishers are developing digital textbooks and curriculum materials, not all of our course materials are available in digital format. Saint Peter Public Schools will adopt digital formats as soon as the best materials are available, yet we anticipate maintaining a balance between traditional and digital books.

F. Will my student still need a computer at home?

- iPads are not complete replacements for the traditional computer, but rather it is a mobile device that offer students a completely new learning experience. Students may feel more comfortable completing some assignments on a computer, but a home computer will not be necessary to complete assigned work.

G. Will students be able to take the iPad home?

- Students issued an iPad in 9th grade as a part of 1-to-1 Digital Learning portion of the Saints Digital Learning Initiative will be allowed to take their iPad outside of school.

H. What training and/or support will students and parents receive for the iPad?

- Students will be supported in using their iPads by our technology department, media centers, and teachers.

I. What happens if my child breaks or loses his or her iPad?

- The iPads are school district property, and, just like with any piece of school property, if a student loses or damages his or her iPad, his or her family will be responsible for repairing or replacing it.

J. Can students use their iPad in any class?

- Students may use their iPad in any class, as directed by or with permission from the teacher. Teachers have the discretion about when iPads can be used in class and students must adhere to their direction.

K. Do I need to have wireless Internet service at home for this device to work?

- While not required, at home Internet will assist students in conducting research and collaborating with teachers and classmates outside of the classroom. However, many apps on the iPads do not require access to the Internet for access or functionality.

L. Can I install my own apps on the iPad?

- No. Teachers make instructional decisions aligned with specific apps and will determine the apps available on students' iPads.

M. What happens if I've forgotten my iPad at home?

- Students who forget their iPad may be able to share with a classmate or check an iPad out from the Media Center to participate in class activities. Forgetting an iPad does not exempt a student from turning in assigned coursework.

N. What if my home computer doesn't have apps such as Keynote and Pages? How can I work on my assignments.

- No problem! Early in the school year students are instructed on how to manage their digital workflow. The compatibility of all apps with other devices is addressed to minimize barriers to student work submission.

O. Where can students and parents learn more about the iPad?

- The Apple.com website is a great starting place to learn about the features and operation of an iPad.
 - Overview: <https://www.apple.com/ipad-9.7/specs/>
 - User guide: <http://help.apple.com/ipad/10/>

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**Please sign and return this page to Saint Peter Public Schools during iPad Orientation.
Keep the rest of the packet for your records.**

Saint Peter Public Schools 1-to-1 Guidelines and Agreement

Access to the technology in the Saint Peter Public School District has been established for educational purposes. The use of the Saint Peter Public School District's electronic technologies is a valued resource to our community. All electronic technologies must be used in support of the educational program of the District. This access may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies.

Failure to comply with the District's Bullying Policy, Acceptable Use and Internet Policy (006.14), and the guidelines stated in the Saint Peter Digital Learning Initiative 1-to-1 Learning Handbook for care and use of the iPad may result in the loss of privilege to take the iPad home or use the iPad in general.

The iPad is the property of Saint Peter Public Schools and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on an iPad.

STUDENT

I have read all the policies and guidelines in the Saint Peter Public Schools 1-to-1 Guidelines and Agreement document and understand my responsibilities as a student:

Student name: _____

Student signature: _____

Date: _____

PARENT

I/we have read all the policies and guidelines in the Saint Peter Public Schools 1-to-1 Guidelines and Agreement document and understand my/our responsibilities as a parent:

Parent/Guardian name: _____

Parent/Guardian signature: _____

Date: _____