

**Sunset Lane Elementary School
iPad Handbook
2022-2023**



Sunset Lane iPad Handbook

iPAD INITIATIVE

The focus of the iPad program in the Fullerton School District (FSD), and here at Sunset Lane, is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for high school, college, and careers that lie ahead.

Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

The policies, procedures, and information within this document apply to all iPads used at Sunset Lane Elementary School including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom. These policies set high expectations for digital citizenship and emphasize the need for collaboration amongst the Fullerton School District, site administration, teachers, parents, and students.

iPAD DISTRIBUTION & RETURN

iPad Distribution

iPads will be distributed for classroom use during the first or second week of school. **Parents must sign the Acceptable Use Policy via AIR** (Annual Information Review), and **both parents and students must sign the handbook acknowledgement page in the 1st day of school packet**. It's essential that all participants understand the key elements of the program and have the ability to ask questions so that clarification can be provided if needed. Upon completion of paperwork, iPads will be sent home.

iPad Return

Sunset Lane's iPads will be returned in May 2023 so they can be checked for functionality. Students who withdraw or are suspended or separated from the school for any reason must return their iPad on the date of exit. **iPad collection subject to change depending on summer programs.**

Return Fines

Individual school iPads and accessories must be returned at the end of each school year. If a student fails to return the iPad and/or any of its accessories at the end of the school year or upon separation/exit from school, we kindly ask for a donation to pay for the replacement of the iPad and/or whatever accessories are missing.

Damage

The student will be responsible for any damage to the iPad consistent with the Fullerton School District's Acceptable Use Policy and must return the iPad and accessories in satisfactory condition. We kindly ask for donations that will cover the cost of any necessary repairs. [Replacement Costs](#)

SAFETY

Our primary concern is always the safety and well being of students while on the Internet. FSD does provide a filter that blocks inappropriate websites. That being said, the software is not perfect and determined students will find a way around it. The best filter is an attentive adult. Here at school, that is your child's teacher. At home, that is you, the parent. Ask to see what your student is doing. Learn to check their browsing history, as we randomly do here at school. This is truly a shared responsibility and one we take very seriously. We will teach students about digital responsibility here at school and how to be safe online.

iPAD CARE

General Usage

iPads are intended for school related activities and lesson objectives each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed using the iPad. For those grade levels taking iPads to and from school on a daily basis, students are responsible for bringing their iPad to school every day, fully charged. **Students are not allowed to use email during class unless given permission to do so by the teacher.** Additionally, students should not be accessing YouTube or joining Google Hangouts during class time unless directed to do so by their teacher.

Pictures

With respect for all student and staff privacy, students may take pictures with their iPads that relate to school activities and lesson objectives. Taking someone's picture or recording a video of them without their permission is not tolerated and consequences will be given.

Storing iPads

Students that take their iPads home daily, must return the iPad to school every day in a fully charged condition. Students need to be responsible for charging their devices each evening.

Passcodes

Students are absolutely prohibited from putting any type of passcode on their device. If they do choose to do so, the only way to restore the device is to wipe out all content and restore the unit to original settings. Device restoration will destroy all student work, pictures, and projects they have stored on their apps.

iPad Undergoing Repair

Loaner iPads may be issued to students when iPads are being repaired. There may be a delay in getting an iPad should the school not have a loaner iPad available. Again, we ask that we partner in making sure all devices are treated carefully.

General Precautions

Sunset Lane's iPads are school property and all users will follow this policy and the Fullerton School District's Acceptable Use Policy for technology:

- Students will report malfunctions, damage, or loss of device to a teacher or site administrator immediately.
- iPads should always be within a protective case.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, and/or labels (with the exception of the identity label).
- iPads must never be left in an unauthorized or unsafe area.
- When applicable, iPads should remain in the classroom for recess, lunch, PE, and for on campus after school activities.

Theft, Damage, Loss

Care and protection is a major part of being a digital citizen, and because the device itself has a cost associated with it, it is very important that we take steps to ensure that it is not lost, damaged, or stolen. Simple things like keeping the iPad in its cover, being careful not to throw it around in your backpack, and keeping it charged and up to date means that no matter who owns the device, it will last longer and be more effective.

Theft, damage, and loss will be dealt with on a case by case basis. If the iPad is damaged, FSD will repair it. Please report any repair request [here](#). Students can also submit repair tickets [here](#).

When it comes to theft, we ask that you be smart in how and where you carry the iPad, use it, or display it - especially off school property. If a device is stolen, we ask that the family report the theft to the Principal and/or front office and that a police report is filed. The school will keep a copy of the police report on file for our internal records.

Home Access

Students may utilize their home wireless networks or public networks on their iPads. They may not synchronize their iPad with any computer at home. iPads must be charged while at home. It is the responsibility of the parent to monitor what students do on their iPads while at home.

iPad Identification

Student iPads will be labeled in the manner specified by the school. iPads can be identified in the following ways:

- Record of serial number
- Sunset Lane's iPad label on the back of the case
- School-appropriate lock screen image with name

STUDENT RESPONSIBILITY

All students will participate in a variety of lessons and activities that will teach them about iPad policies, procedures, and rules as well as digital literacy and digital citizenship. All expectations will be addressed so that all students are aware of appropriate iPad usage and care.

Three Strikes Policy

In an effort to support student organization and transition to the iPad program, Sunset Lane Elementary School will institute the Three Strikes Policy designed to ensure safe and effective use of the iPads by students. Students who violate any individual policy more than three times will receive a discipline referral form and parents will be notified. Additional violations will result in the loss of iPad privileges. Consistent mis-use of iPads will result in a parent, student, teacher, and principal meeting to discuss a proactive plan to assist the student with iPad responsibility.

The following are some examples of violations that may earn a student a strike:

- **iPad Storage**

If an iPad is found in an unauthorized area, it will be taken to the Front Office.

- **iPads Left at Home**

If students leave their Sunset Lane iPad at home, they are responsible for getting the coursework completed as if they had their iPad present.

- **iPad Battery**

iPads must be brought to school each day in fully charged condition. Students need to charge their iPads each evening.

- **iPad Behavior**

iPads are to be used as an instructional tool. Students who violate classroom/instructor rules may receive a strike. Appropriate and kind digital citizenship is expected at all times.

ORGANIZATION: FILES & SAVING WORK

Saving to the iPad/Home Directory

It is recommended that students save their work and documents to a storage location in the cloud. All students have a Google Drive account designated for storage of student work. It is very important to ensure sufficient storage for efficient use. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are NOT an acceptable excuse for not submitting work.

Network Connectivity

In the case that the network is down, FSD and Sunset Lane will not be responsible for lost or missing data.

iPad Apps

The software/apps installed by Sunset Lane Elementary School must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. Random, periodic checks of iPads will be made to ensure that students have the required apps and that the devices are being used appropriately.

Students are not allowed to install additional software/apps on Sunset Lane iPads. FSD and Sunset Lane will ensure the iPads contain the necessary apps for schoolwork. Students are NOT

allowed to synchronize iPads to other computers, iTunes, or other personal accounts, or add apps to their assigned iPad. This includes students creating separate accounts for apps or websites (such as Google, iTunes, iCloud, Facebook, Twitter, etc.).

If technical difficulties occur and unauthorized apps are found on a student device, the iPad will be restored to factory defaults. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and/or reimage.

iPAD ACCEPTABLE USE POLICY

The use of Sunset Lane Elementary School's technology resources is a privilege, not a right. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates the User Terms and Conditions named in this policy, or as determined by FSD and Sunset Lane School, privileges may be terminated, access to the school technology resources may be denied, and the appropriate disciplinary action shall be applied.

FSD and Sunset Lane School reserve the right to review, monitor, and restrict information stored on or transmitted via Sunset Lane School and FSD owned equipment and to investigate inappropriate use of resources.

Use of any information obtained via FSD and Sunset Lane School's designated Internet System is at your own risk. FSD and Sunset Lane School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Students are Responsible for:

- Using iPad devices in a responsible, appropriate, and ethical manner
- Obeying general school rules concerning behavior and communication that apply to Sunset Lane's iPad use

- Helping FSD and Sunset Lane Elementary School protect the device by contacting an administrator about any security problems encountered
- Monitoring all activity on own account(s)
- Turning off and securing iPad to protect work and information
- Any inappropriate email should be reported to an advisor and include a printed copy for records
- Returning iPad to Sunset Lane at the end of each school year

Student Activities Strictly Prohibited:

- Modifying the operating system outside of Apple released software (i.e. jailbreaking), use of email, IM, chat rooms, or forums without school AND parent permission
- Bypassing the FSD and Sunset Lane filter through a web proxy or personal hotspot
- Illegal installation or transmission of copyrighted materials
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, or obscene materials, including cyber-bullying
- Obtaining any form of plagiarism such as, but not limited to sites selling term papers and other forms of student work
- Downloading and installing apps
- Gaining access to other student's accounts, files, and/or data
- Use of anonymous and/or misrepresenting identity

- Vandalism (any malicious attempt to harm or destroy hardware, software, or data including but not limited to, uploading or creating viruses/software) of school equipment
 - Participation in any form of illegal behavior (i.e. credit card fraud, electronic forgery)
 - Any action that violates existing school policy or public law
 - Audio, video recording, or photos of others without express permission
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By signing the student/parent handbook and iPad acknowledgement page (found in the 1st day of school packet), you are acknowledging that you have read and understand all parts of the iPad handbook and the iPad Acceptable Use Policy in its entirety. You understand your responsibility as a parent, and the responsibilities and expectations of your child/children.