

Maple School iPad Handbook 2021-22



Student Name _____

Maple School iPad Handbook

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iPAD INITIATIVE

The focus of the iPad program in the Fullerton School District (FSD), and here at Maple School, 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 Maple 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, emphasizing the need for collaboration among the Fullerton School District, site administration, teachers, parents and students to achieve this goal.

iPAD DISTRIBUTION & RETURN

iPad Distribution

iPads will be distributed in August 2021. Parents and students must sign and return the iPad Acceptable Use Policy and Handbook Pledge documents within two weeks of school starting.

Initials: _____

iPad Return

Students will return the devices sometime before the end of the school year or specified dates during the Summer. Students who withdraw or are suspended or separated from the school for any reason must return their iPad on the date of exit.

Initials: _____

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 filter can also be extended to home use but because of our requirements for filtering, it may filter out useful educational sites. The filtering process, when used at home, requires a specific log in sequence. The school will provide this information to you when the devices are sent home. Devices will go home when students complete the iPad Camp here at school.

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.

Initials: _____

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. **Students are responsible for bringing their iPad to school every day, fully charged.**

Initials: _____

Photos

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 without their permission for other than school related activities is not tolerated and consequences will be given.

Initials: _____

Storing iPads

Students are expected to take their iPads home every day after school, regardless of whether or not they are needed. **Devices must be brought to school every day in a fully-charged condition. Students need to be responsible for charging their devices each evening.**

Initials: _____

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, photos, and projects they have stored on their apps.

Initials: _____

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.

Initials: _____

General Precautions

Maple 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 the protective case provided by the school.
- 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, or labels (with the exception of identity).
- iPads must never be left in an unauthorized or unsafe area.
- iPads should remain in the classroom for recess, lunch, PE and for on-campus after school activities.

Initials: _____

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 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.

Loss is discussed with the student and family on a case by case basis.

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, 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.

Initials: _____

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.**

Initials: _____

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
- Maple School's iPad Label on back case
- School-appropriate lock screen image with name

Initials: _____

STUDENT RESPONSIBILITY

All students will participate in an iPad Camp that will take place within the first two weeks of school. All expectations will be covered with students in class daily, and iPad "respect" is part of Maple's PBIS program.

Three Strikes Policy

In an effort to support student organization and transition to the iPad program, Maple School will institute the Three Strikes Policy designed to insure safe and effective use of the iPads by students.

Students who violate any individual policy more than three times will receive a referral, and parents will be notified via Class Dojo or written notice.

Consistent misuse of iPad will result in a parent/student/teacher/principal meeting to discuss a proactive plan to assist the student with responsibility.

Initials: _____

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

iPad Storage

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

Initials: _____

iPads Left at Home

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

Initials: _____

iPad Battery

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

Initials: _____

iPad Behavior

iPads are to be used as an instructional tool. Students who violate classroom/ instructor rules may receive a strike.

Initials: _____

Digital Citizenship

Appropriate and kind digital citizenship is expected at all times.

Initials: _____

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.

Initials: _____

Network Connectivity

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

Initials: _____

iPad Apps

The software/apps installed by FSD and Maple 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.

Initials: _____

Students are not allowed to install additional software/apps on iPads.

Initials: _____

FSD and Maple School will ensure the iPads contain the necessary apps for schoolwork.

Initials: _____

Students are NOT allowed to synchronize iPads to other computers, iTunes or other personal accounts, or to add apps to their assigned iPad. This includes students creating separate accounts for apps or websites (such as Google, iTunes, iCloud, Facebook, Paper, Twitter, etc)

Initials: _____

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 re-format and/or re-image.

Initials: _____

iPAD ACCEPTABLE USE POLICY

The use of FSD and Maple 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 Maple School, privileges may be terminated, access to the school technology resources may be denied, and the appropriate disciplinary action shall be applied.

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

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

Initials: _____

Students are Responsible for:

- Using computers/devices in a responsible, appropriate and ethical manner
- Obeying general school rules concerning behavior and communication that apply to Maple School's iPad/computer use
- Helping FSD and Maple School protect the computer system/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 advisor and include a printed copy for records
- Returning iPad to Maple School at the end of each school year

Initials: _____

Student Activities Strictly Prohibited:

- Modifying the operating system outside of Apple released software (i.e. jail breaking), use of email, IM, chat rooms or forums without school AND parent permission.
- Bypassing the FSD and Maple web 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 the school's internet/E-mail accounts for financial or commercial gain, for inappropriate or illegal activity as interpreted by the School.
- 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 (ie credit card fraud, electronic forgery but not limited to)
- Any action that violates existing School policy or public law.
- Audio, video recording or photos of others without express permission.

Initials: _____

Students with missing or broken iPads/Equipment will be assessed the following charges:

___ iPad Charging Cable	Replacement Fee:	\$14
___ AC Adapter	Replacement Fee:	\$17
___ iPad Case	Replacement Fee:	\$25
___ Broken iPad Screen	Replacement Fee:	\$40
___ Lost/Stolen iPad - Fullerton Police Report Required	Replacement Fee:	\$300
___ Other damages: _____	Replacement Fee:	\$_____

Initials: _____



Maple Elementary School
244 E. Valencia Dr.
Fullerton, CA 92832
(714) 447-7590
#TheMapleExperience

IPAD HANDBOOK PLEDGE

**Please sign and return to your teacher.
Por favor de firmar y regresar a la maestra.**

I agree to all terms and conditions in the iPad Handbook.
Acepto todos los términos y condiciones del Manual del iPad.

The handbook can be found at: <https://maple.fullertonsd.org/>
El manual se encuentra en: <https://maple.fullertonsd.org/>

Print Student Name (Nombre del estudiante):

Teacher & Room Number (Maestro y Salon)

Parent Signature (Firma de Padre)

Date (Fecha)

Principal Signature (Firma de Director)

Date (Fecha)

Fullerton School District
Online Services Acceptable Use Agreement
PLEASE SIGN AND RETURN TO YOUR TEACHER

Students are authorized to use the District's online services when they and their parent/guardian agree to the following terms and conditions:

1. The student in whose name an online services account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses and telephone numbers private. They shall use the system only under their own account number.
2. The District's system shall be used only for purposes related to education. Commercial, political and/or personal use unrelated to an educational purpose is strictly prohibited.
3. Hardware, software and related equipment and materials are District property. The District reserves the right to monitor any online communications for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by District officials at any time without prior notice to the student or parents. The student has no expectation of privacy in any communication he/she may send, review or receive.
4. The use of the District's system is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges.
5. Students are prohibited from accessing, posting, submitting, publishing or displaying harmful matter or material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs. Such conduct is subject to discipline up to and including expulsion. Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political or scientific value for minors. (Penal Code 313)
6. Users shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they engage in unethical practices or any activity prohibited by law or District policy.
7. Copyrighted material may not be placed on the system without the author's permission. Users may download copyrighted material for their own use only under "fair use" provisions of copyright law.
8. Vandalism will result in the cancellation of user privileges. Vandalism includes the intentional uploading, downloading or creation of computer viruses and/or malicious attempts to harm or destroy District equipment or materials or the data of any other user.
9. Users shall not read other users' mail or files. They shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify or forge other users' mail.
10. Users shall report any security problems or misuses of the services to the teacher or principal.

I understand and will abide by the provisions and conditions of this agreement. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my technology access privileges, and appropriate legal action.

Student Name

Student Signature

Date

As the parent or guardian of this student, I have read and agree to the provisions of this agreement. I understand that it is impossible for the Fullerton School District to restrict access to all controversial or inappropriate materials, and I will not hold the District responsible for materials acquired on the network. I hereby give my permission for my child to access electronic information utilizing the Fullerton School District online services.

Parent/Guardian Name

Parent/Guardian Signature

Date