Advancing The Way We Teach And Learn ...

I TO I MODEL
ALL STUDENTS
GRADES 6-8

STUDENT AND PARENT HANDBOOK

REVISED: 5/1/15
This handbook is designed to familiarize Willmar Middle School students and parents of the guidelines for using iPads in the classroom.
Section 1

Topics

1. The goals of the Willmar Middle School 1:1 program
2. Requirements for participation into the WMS 1:1 iPad Project
3. 1:1 iPad Program Policies & Guidelines Student and Parent Agreement

Willmar Middle School wants to ensure students develop the skills and knowledge necessary to responsibly navigate this emerging modern world. Therefore, Willmar Middle School has a 1:1 (student to computing device) program using the Apple iPad to create a seamless and dynamic educational experience for students. The iPad technology will be woven directly into our local and state curriculum standards.

The goals of the Willmar Middle School 1:1 program will be to:

- Utilize technology for individualizing instruction for all students
- Enhance and accelerate learning
- Promote collaboration with students and staff, increasing student engagement
- Strengthen the 21st century skills necessary for future student success
- Increase technology access to digital curriculum, in place of traditional print textbooks and classroom equipment such as graphing calculators. The opportunity to use 1:1 devices gives students access to anywhere, anytime learning – in classrooms, at a cyber cafe, or at home
Requirements for participation into the WMS 1:1 iPad Program

- The student MUST pay the technology fee of $50. Parents and students must complete the iPad Boot Camp and complete the Willmar Middle School iPad Boot Camp Checklist/Parent Agreement.

- Any student new to the school district, accompanied by a parent or guardian, needs to watch the iPad boot camp videos, complete the Willmar Middle School iPad Boot Camp Checklist/Parent Agreement forms at the time of registration, and pay the technology fee. The student will not be issued their iPad until these requirements have been met.

1:1 iPad Program Policies & Guidelines

Student and Parent Agreement

Access to the technology at Willmar Middle School has been established for educational purposes. The use of the Willmar Middle School's electronic technologies is a valued resource in 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 discipline policy, Internet Acceptable Use Policy, or the guidelines stated in this document 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. All district policies can be viewed at: http://www.willmar.k12.mn.us/policies.

Applications (Apps) The App Store will not be available to students at the middle school. Students will only be able to download apps from the Self Service app.

All required apps will be purchased by the district for academic use and are the property of Willmar Public Schools.

The iPad is the property of Willmar Public Schools and as a result MAY be seized and contents inspected at any time. The student should have NO expectation of privacy of materials found on an iPad.
Willmar Middle School iPad Boot Camp Checklist/Parent Agreement

Student Name: __________________ Grade: __________________

Below is a checklist that must be completed by both students and their parents indicating that they have completed the Willmar Middle School iPad Boot Camp. The Boot Camp will consist of four training videos and a policy handbook. Please initial each item on the checklist only if you understand each segment of the Boot Camp and have no further questions for the Administration or iPad Leadership Team at the Middle School. While parents may initial this document at registration, STUDENTS CANNOT INITIAL THIS DOCUMENT UNTIL THEY COMPLETE THIS BOOT CAMP DURING THE FIRST WEEK OF THE SCHOOL YEAR.

<table>
<thead>
<tr>
<th>Parent’s Initials</th>
<th>All videos and documents listed below will be linked on the Willmar Middle School webpage.</th>
<th>Student’s Initials</th>
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<tbody>
<tr>
<td></td>
<td>I have watched the iPad Boot Camp Video #1: Introduction, User Agreement, Apps, Damages, and Repairs</td>
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<td>I have watched the iPad Boot Camp Video #2: Proper Care, Tech Department Help</td>
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<td>I have watched the iPad Boot Camp Video #3: iPad Security and Inappropriate Uses</td>
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<td>I have watched the iPad Boot Camp Video #4: Cyber Safety and Parental Suggestions</td>
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<td></td>
<td>I have watched and read all of the policies and guidelines in the Willmar Middle School 1:1 iPad Implementation Program and understand my responsibilities as a student/Parent.</td>
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WMS iPad Policies and Guidelines

Access to technology in the Willmar Middle School has been established for educational purposes. The use of the Willmar Middle School’s electronic technologies is a valued resource in 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 discipline policy, Internet Acceptable Use Policy, or the guidelines stated in this document for case and use of the iPad MAY result in the loss of privilege to take the iPad home or use the iPad in general. All district policies can be viewed at http://www.willmar.k12.mn.us/policies

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School-owned iPads MUST NOT be synced to any other computer. The App Store is disabled on these devices. Willmar Middle School uses Casper software to manage our mobile devices. Students will ONLY have access to apps available in the Self Service App, and may not add any additional apps. Students are not allowed to change account information on their issued iPad. This includes, but is not limited to signing out of the school-issued Apple ID.

I have read all the policies and guidelines in the Willmar Middle School iPad handbook and understand my responsibilities as a student in the iPad pilot:

Student name: __________________ Student signature: __________________ Date: __________________

I/we have read all the policies and guidelines in the Willmar Middle School iPad handbook and understand my/our responsibilities as a parent in the iPad pilot:

Parent/Guardian signature: __________________ Date: __________________
Section 2

Topics

1. Distribution, Absentee, and Collection Procedures
2. Lost, Stolen, Damaged iPads
3. Replacement Costs for Damages and Repairs

Distribution

iPads will be **ASSIGNED** and distributed each fall during the **Willmar Middle School “iPad Boot Camp” during the first week of school.**

*Parents & students must sign and return* the Willmar Middle School iPad Boot Camp Checklist/Parent Agreement and pay the technology fee before the iPad can be issued.

iPad Absentee: If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. If a student repeatedly (3 or more times as determined by any staff member) leaves their iPad at home, they will be required to “check out” their iPad from the help desk for 3 weeks.

iPad Undergoing Repair: Loaner iPads may be issued to students when they leave their iPads for repair in the IT Department/Media Center.

There may be a delay in getting an iPad should the school not have enough to loan.

iPad Return: Student iPads, power supplies, and iPad cases must be returned to the IT Department/Media Center at the end of each school year. This **RETURN** process will take place during the FINAL WEEK of school so they can be checked for serviceability. If a student transfers out of the Willmar Public School District during the school year, the iPad will be returned at that time.
Students who withdraw, are expelled, or terminate enrollment at Willmar Middle School for any reason, MUST RETURN their school iPad on the date of termination. If a student fails to return the iPad at the end of the school year or upon termination of enrollment at Willmar Middle School, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad, or, if applicable, any insurance deductible.

**Lost, Stolen, Damaged iPads**

If the iPad is lost, it must be reported to the main office as soon as possible. It may be the responsibility of the student and family to recover or replace the lost iPad. If necessary, the district and the police will assist in the recovery.

Do not attempt to gain access to the internal electronics or repair your iPad. If your iPad fails to work or is damaged, report the problem to the school main office as soon as possible. iPad repair/replacement options will be determined by the school IT staff. You may be issued a temporary iPad or other materials until your iPad is working properly or replaced. If the iPad is experiencing technical difficulties outside of school hours, you will need to wait until you return to school to fix it.

**Replacement Costs for Damages and Repairs**

- Damaged or broken screen may cost up to $50 depending on what layer of the screen is broken
- Replacement cost for the provided iPad case is $30
- Replacement cost for the provided iPad wall charger/cable is $30
- Replacement cost for the entire iPad is $400
- Replacement cost just the USB iPad cable is $5

REMINDER: Students who leave Willmar Public Schools during the school year MUST return the iPad, along with any other accessories, before they leave. The iPad and all accessories should be returned to the IT department/Media Center.

*A student’s first cracked screen MAY be covered with their technology fee. He or she will need to meet with Principal Miley to discuss the damage.*
Section 3

Topics

1. iPad Care
2. iPad Case
3. iPad Battery
4. iPad Screen
5. iPad Camera’s and Microphone

iPad Care

Carefully transport your iPad to school every day. Avoid placing weight on the iPad. Never throw or slide an iPad. Never expose an iPad to long-term temperature extremes or direct sunlight. An automobile is not a good place to store an iPad.

iPad Case

Your iPad comes with a school-issued case. The purpose of the case is to protect the iPad, especially while the iPad is being transported. When not in use, closing the iPad case will save battery life and protect the screen. Students may not remove the school-issued case. Students may
NOT decorate and individualize the iPad case (stickers, etc.). No stickers or any other items should be attached to the iPad itself unless placed there by school staff.

iPad Battery

The iPad should be charged, using the provided wall charger, and brought to school ready to use each day. Fully-charged iPad batteries will typically last 12 – 15 hours of use. Waiting to charge the iPad until the charge is low (less than 20% life or red indicator light) will extend the battery life. It is the student’s responsibility to charge the iPad at home and ensure it is ready for use in school each day. Failure to do so may result in the student’s inability to participate in classroom iPad learning activities.

★ Student iPads must be brought to school each day with a FULL CHARGE. If a student repeatedly (minimum of three days, not necessarily consecutive) does not have their iPad ready for school with a FULL CHARGE, he or she WILL BE REQUIRED to “check out” their iPad from the Help Desk for 1 week. Second offense will result in "check out" procedures for 3 weeks.

iPad Screen

The iPad is an electronic device; handle it with care. Never throw a book bag that contains an iPad. Never place an iPad in a book bag that contains food, liquids, heavy, or sharp objects. While the iPad is scratch-resistant, it is not scratch-proof. Avoid using any sharp object(s) on the iPad. The iPad screen is glass and is vulnerable to cracking. Never place heavy objects on top of the iPad and never drop your iPad. Careful placement in your backpack is important.

iPads do not respond well to liquids; therefore, avoid applying liquids to the iPad. The iPad can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad. Use of unapproved cleaners may remove the protective film covering the face of the iPad.
iPad Cameras & Microphone

The iPad comes equipped with audio and video recording capabilities through a built-in microphone and front- and rear-facing cameras. All electronic recordings created with the device must comply with district policies and state and federal laws. District policy prohibits the use of electronic recording devices in a manner that compromises the privacy interests of other individuals.

District policy also prohibits harassment and bullying. Users of the iPad are required to use the device in a manner that complies with these and other district policies. Use of the iPad in a manner that violates district policy may result in revocation of the device and may result in further disciplinary consequences.

Use of the iPad and any other devices with audio and video recording capabilities during instructional time is at the discretion of the teacher and the student must obtain prior approval to use the device for such purposes. Any electronic recordings obtained with the recording device are for instructional/educational purposes and individual use. Therefore, electronic recordings obtained with the iPad may not be shared, published or rebroadcasted for any reason by the student without permission. Furthermore, users of the iPad should be aware that state and federal laws, in many instances, prohibit secret or surreptitious recording taken without the knowledge and consent of the person or persons being recorded. Violations of state and federal recording laws may be reported to the proper authorities and may result in criminal prosecution.
Section 4

Topics

1. iPad Security
2. District Policies About Technology
3. These Actions Are Strictly Prohibited
4. Home Screen And Lock Screen Images

iPad Security

Never leave an iPad unattended. When not in your personal possession, the iPad should be in a secure, locked environment. Unattended iPads will be collected and stored in the main office.

You are NOT ALLOWED to lend your iPad to another person. Each iPad is assigned to an individual and the responsibility for the care of the iPad solely rests with that individual.

Each iPad has a unique identification number and at no time should the numbers or labels be modified or removed. Removal of assigned labels will result in confiscation of the iPad along with further disciplinary consequences.
Each student will be REQUIRED to use the first four digits of their lunch number as a passcode lock to the iPad. Students are required to use their given passcode.

Under NO circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, media center, unlocked classrooms, dressing rooms and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the office. An iPad that has been turned into the office due to inadequate or improper supervision will not be returned to the student. It is the responsibility of the parent to come into the office and retrieve the iPad.
District Policies About Technology

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Advancing the way we teach and learn...
These Actions Are STRICTLY PROHIBITED

★ Any action that violates existing board policy or public law
★ Sending, accessing, uploading, downloading, or distributing offensive, explicit, profane, threatening, pornographic, obscene, or sexually-explicit materials
★ Pictures, video, and audio recordings of any staff member WITHOUT written consent
★ Pictures, video, and audio recordings of any student WITHOUT consent
★ Pictures, video, and audio recordings of any student or staff member AT ANY TIME in locker rooms or restrooms
★ Use of chat rooms, sites selling term papers, book reports, and other forms of student work
★ Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and or damage software components) of school equipment will not be allowed
★ Transmitting or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
★ Bypassing the Willmar Public Schools web filter through a web proxy or VPN
★ Messaging services or non-educational social networks at school – includes, but not limited to: Twitter, Pinterest, Facebook, Snapchat, Instagram, etc...
★ Spamming – sending mass or inappropriate emails
★ 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 or for any illegal activity
★ Giving out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
★ Participation in credit card fraud, electronic forgery or other forms of illegal behavior
Home Screen And Lock Screen Images

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.

★ Any violation will result in disciplinary action according to middle school and district policies.

Failure to comply with the district’s discipline policy, Internet Acceptable Use Policy, or the guidelines stated in this document 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. All district policies can be viewed at:  [http://www.willmar.k12.mn.us/policies](http://www.willmar.k12.mn.us/policies)

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Section 5

Topics

1. Cyber Safety
2. Filter Access
3. Setting Expectations
4. Screen Time
5. Information to Review
6. Cyber-Bullying
7. Student-Parent Media Agreement
8. Common Q & A’s

Cyber safety is an important parent-child discussion to revisit frequently -- from elementary school through high school. Experts warn that children are most vulnerable to online dangers while in their own home. The following suggestions are drawn from a wide variety of professional sources that may aid you in effectively guiding your child’s use of the iPad and other technology devices.

In accordance with the district’s Electronic Technologies Acceptable Use Policy, outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other potentially offensive media. Parents are responsible for monitoring their student’s use of the district’s educational technologies, including school-issued e-mail accounts and the Internet if the student is accessing the district’s electronic technologies from home or through other remote location(s).
Filter Access

Filtering software is not built into the iPad. While many potential dangers are filtered and blocked on the school’s wireless network with Lightspeed filtering so students can’t access them, children often have complete, unrestricted access to inappropriate sites at home. Experts strongly suggest installing software to filter and block inappropriate content on your wireless home network. Some possible filters to consider include OpenDNS (free version available), SafeEyes, and NetNanny. Some of these products offer additional protection features such as cell phone filtering, text message and photo-screening tools, and digital footprint/reputation monitoring.

Setting Expectations

Regularly share your expectations with your child about accessing only appropriate sites and content, as well as being a good person when online (even when parents aren’t watching). Outside of school, it is likely that your child has already been confronted with multiple opportunities to access content that parents wouldn’t approve, such as pornography, hate sites, celebrity gossip, reality tv, personal blogs and more, all of which may influence your teen’s beliefs, values, and behavior. Understand that your teen’s use of many technologies (such as iPods, video game systems, and cell phones) likely gives your teen the ability to connect to unfiltered public wireless networks (such as in a library or coffee shop, by picking up a neighbor’s wireless signal, or connecting to the Internet through a cell service). Therefore, it is important to maintain regular, open dialog about Internet use and access.

Discuss your expectations for appropriate use and behavior. Monitor & Limit.

Screen Time

Experts suggest having teens surf the Internet in a central place at home, such as the kitchen or family room, rather than away from adult supervision or behind a closed door. Know what your child is doing with technology and how his or her time is being spent. Technology can be a great tool and resource but also has the potential to be a big distractor. Help your child learn to focus on completing tasks or assignments first before spending time on games, shopping and social networking. Teaching today’s children how to manage multiple sources of information and potential distractions is a critical life skill, one best learned before heading off to college or the workplace.

Put the iPad to bed, but not in the bedroom

Parenting experts suggest parking all technology devices, from cell phones to iPads, in a common family room overnight to discourage late night, unmonitored use and sleep disruption. Don’t allow your teen to sleep with the iPad, laptop or cell phone. Remember to model appropriate use and balance of technology in your own life, too!
Information to Review:

Anything they do or post online creates a digital record, often called a "Cyber Footprint." Nothing online is totally private, even if it is intended to be. Once digitized, it can be saved, sent and reposted elsewhere.

A good rule of thumb: If you don’t want a parent, teacher, principal, future employer or college admissions office to know something, don’t post it online. Set up some sort of test question to frequently ask your child, such as “Would Grandma approve?”

"Friends" aren’t always who they say they are; undercover police and pedophiles pretend to be kids online. Encourage your teen to only be friends online with friends they know in person. Never give access to personal information, such as a Facebook profile, to people met online.

Never post personally identifiable information online. This includes: full name, address, phone number, email, where you are meeting friends or where you hang out. Discuss with your teen how easy it is for someone to find you based on what you post online.

Regularly check your teen’s privacy settings on all commonly-used sites and networks. Ignoring privacy settings on sites like Facebook means your teen’s photos, contact information, interests, and possibly even cell phone GPS location could be shared with more than a half-billion people.

**CYBER-BULLYING**

★Defined: threatening or harassing another individual through technology. Cyber-bullying is a growing concern for today’s youth. It takes many forms, such as forwarding a private email, photo, or text message for others to see, starting a rumor, or sending a threatening or aggressive message, often anonymously. Talk with your teen about not partaking in this behavior and encourage her/him to report incidents of cyber-bullying to an adult.
Common Sense Media Agreement for Parents and Teens in Middle School

The Common Sense Family Media Agreement is a resource that parents can use to guide conversations with their kids about media use. It’s designed to help parents establish guidelines and expectations around media use and behavior that are right for their family. Some families are comfortable using it as a signed agreement. Others prefer to use it simply as a checklist to guide conversations. Either way, it’s a great way to help parents and kids get on the same page about media and technology use.

★Protecting Reputation and Privacy Online
★Demonstrating Maturity Online
★Understanding Your Digital Footprint
★Parents Understanding Teen’s Needs for Online

More at www.commonsense.org
Does the district offer an insurance program for the iPad?

**No.** There is not an option to purchase insurance for the iPad through the district and the district DOES NOT endorse any electronics insurance products.

Parents who desire insurance for the iPad may wish to individually investigate options through an insurance provider.

May I bring my own iPad to school?

**No.**

Can I use a technology device other than an iPad at Willmar Middle School?

**No.**

Should students invest in a wireless keyboard?

We suggest holding off on buying an external keyboard. From our experience, after a few days of using an iPad, students become faster typists. Some staff actually returned an external keyboard they had purchased due to lack of use. However, everyone is different. Once you get a feel for how much typing you will do on your iPad, then you can better decide what works best for your home needs.

I am curious to know whether students will be able to add DROPBOX to their list of applications? If not, what method are you using to allow them access to their saved documents at the middle school?

Students will use a Willmar Google Apps school account and use Google Docs (educational version) for cloud storage, which is similar to Dropbox.