

MOBILE LEARNING DEVICE HANDBOOK

HIGHCREST MIDDLE SCHOOL



WILMETTE JUNIOR HIGH SCHOOL



TABLE OF CONTENTS

| | |
|---|----|
| Cover | 1 |
| Table of Contents | 2 |
| Overview | 3 |
| iPad Care | 4 |
| Safe iPad Use | 5 |
| Responsible iPad Use | 6 |
| Respectful iPad Use | 7 |
| Additional Information | 8 |
| The iPad Oath | 9 |
| Ensuring Safe, Responsible, Respectful iPad Use | 10 |
| Damaged Device or Accessories | 11 |
| Mobile Learning Contract | 12 |

OVERVIEW

District 39 embraces innovative technologies that promote learning through collaboration, creativity, communication, and critical thinking. Our educational community--students, parents, and teachers--will become critical consumers and creative producers of information in our global society.

Students across the 5-8 campus utilize an iPad during their classes, and in the evenings and outside of the school day to complete homework assignments, research, study, and to collaborate online with classmates and teachers.

The goals of mobile learning in D39 are:

- To transform students from consumers of information to creators of content
- To provide access to anytime, anywhere learning
- To increase student engagement and ownership in learning
- To support the information literacy requirements of learning standards
- To promote learning goals for 21st century learning

For more information about mobile learning in District 39, visit the District 39 website at www.wilmette39.org , and you can find the Moblie Learning link under the “Parents” tab.

We believe having devices at our students’ fingertips will enhance and personalize their learning. While the iPad as a tool for everyday learning, students have the benefit of learning new skills with technology that are essential in the 21st century.

With accessibility to devices anywhere, and at anytime, we can ensure that the devices are used safely, responsibly, and respectfully through some helpful hints and advice for use and care. In the pages that follow, the device is introduced, directions for care are given, and some frequently asked questions are answered.

Parents and students, please review this handbook, and use it as a resource for your device use throughout the year.

iPAD CARE

CARING FOR THE SCREEN

Be gentle when caring for your device. The screen is especially fragile, and can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids.

CLEANING:

Clean the screen with a dry microfiber towel. Household cleaners, alcohol-based products or cleaning solvents should not be used as they will damage the screen. Glass cleaners are acceptable to use provided the liquid is sprayed onto the towel before use and not directly onto the iPad.

CAREFUL USE:

- Refrain from using pens, pencils, or sharp objects on the screen.
- Hold the screen so it is protected from walls, doors, and other issues.
- Keep your iPad in your locker, and use shelves if available for storage.
- Keep your iPad away from liquids.
- Only keep your iPad in the case.
- Carry the device in front of your body, keep the iPad case on the device, and avoid bumping into other students.
- When placed in a backpack the screen runs the risk of being crushed/damaged if not carried properly.



CABLES AND CORDS

- Carefully plug a cable or cord into your iPad.
- Gently insert any accessories into the correct place.
- Use the district-provided power adapter and keep it with your device at all times.
- Refrain from putting marks on the cables or adapters.
- Keep your adapters and cables in a safe place so they are easy to locate when needed.

THE iPAD CASE

Each iPad comes with a case designed to protect the device during normal daily use. Please keep the device in the case at all times. All district-provided stickers or labels on the device **MUST** remain on the case and be visible. Each iPad case should be free of writing, drawing, labels, stickers, or other artwork.

SAFE iPad USE

The iPad will be used daily at school as a tool for learning in multiple classes. While students should carry their iPad with them as they do other supplies for class, when not in use, the iPad should be stored in a locked locker so it is safe for the next time it will be used.

Please follow expectations for iPad care both in school and at home. This will help to keep it free from damage.

TIPS FOR KEEPING iPADS SAFE AND SECURE

- Every student receives an iPad. There is not a reason to share the device or any login information.
- Lock your iPad in your locker when not in use.
- Store your iPad out of sight when you are in public.
- Keep your passcode secure by keeping it to yourself.
- Keep the unique identification number and district barcode in place.

TIPS FOR KEEPING iPADS USERS (YOU!) SAFE

We want you to enjoy using the technology available to you at school, and want the iPad to help you be more creative and collaborative in your classes. We also want for you to make good choices when using the iPad, so that you are safe, and your friends are also safe.

- Keep passwords to yourself, so you are the only person logging into your accounts.
- For individual apps, you may want to turn the location finder off for safety purposes.
- Make sure that the pictures taken with your iPad are for school purposes only.
- When sending emails, please be respectful in the language used. Administrators are notified if something inappropriate is written.
- Only communicate online with people that you have met in person, and that you know.
- All files stored in your Drive should be for school purposes only. These are monitored.



For any issue with your iPad, email help@wilmette39.org

It is recommended that when using their devices at home, students work in an open area in plain sight. When accessing the Internet outside of the school's filter, all content is accessible, thereby opening the door for inappropriate content to be accessed absent adequate supervision.

RESPONSIBLE iPad USE

RESPONSIBLE USE: PARENTS

Your child will be using an iPad daily in class, as well as outside of the classroom and at home, to enhance the learning that goes on in the during the school day. To help support your child in safe, responsible, and respectful use of the device, it is important that you partner with the staff to:

- Supervise your child's use of the device at home.
- Encourage your child to be responsible in protecting and storing the device at home.
- Help your child to remember to charge his or her device daily.

RESPONSIBLE USE: STUDENTS

You will be using an iPad in class, as well as outside of the classroom and at home, to enhance the learning that goes on in the during the school day. As a student at Highcrest or Wilmette Junior High, you are responsible for:

- The general care of your iPad.
- Using the iPad according to our expectations for safe, responsible, respectful use.
- Fully charging your device so it is ready to go at school every day.
- Reporting if the device fails to work or is broken at help@wilmette39.org

IS THE BATTERY CHARGED?

Students must bring their iPads to school every day with a fully charged battery. If your iPad battery is not charged at school, this may prevent you from participating in important learning activities.



RESPECTFUL iPad USE

HAWKS and WOLVES are respectful, honest, and kind to others throughout their day. This is the expectation of all students on the 5-8 campus regardless of where they are in the school, or if they are talking, writing, or using the iPad to communicate with another person. Following expectations for respectful iPad use will help keep all students safe, will prevent situations of cyberbullying and teasing, and will ensure that iPads are used strictly for educational purposes.

District 39 maintains a log of all district owned devices including serial numbers, barcodes, name, and the ID number of the student assigned to the device. Additionally, through monitoring systems, administrators are notified in the event of disrespectful or inappropriate language on the iPad. Misusing an iPad in a disrespectful way may result in disciplinary action, including loss of the device. Parents will also be involved.

CAMERAS AND MICROPHONES

The iPad has a camera and a built-in microphone, so students can take pictures and record audio and video. All recordings and pictures created with the device are subject to Wilmette School District 39 policies and should adhere to expectations of respectful, safe, and responsible iPad use.

Photographs or video recordings on iPads are only permitted if assigned by a teacher or administrator, as a part of the educational program. If taking a photo or recording another person, you must have that person's consent.

All content, photos, and data on the device must follow the expectations set out by school board policies. If you upload a photo for the home screen that is inappropriate, including but not limited to inappropriate language, reference to guns, other weapons, alcohol, drugs, or gambling, it may result in a loss of iPad privileges, or other disciplinary action.

RESPECTFUL CAMERA and MICROPHONE USE

PROHIBITED USE INCLUDES:

- Using iPads in locker rooms and bathrooms.
- Creating inappropriate or sexually explicit photos or videos on the iPad.
- Using the camera to take pictures or share the personal information of yourself or another individual outside of school.
- Using the camera or microphone recording to embarrass, bully, or harass anyone in any way, including students, staff or other individuals.
- Using the iPad to mail, post to the internet, or electronically send images, video, or audio recordings of yourself or other individuals, **other than for a school assignment.**

ADDITIONAL INFORMATION

iPAD APPs

The District 39 approved app list can help you know which apps will be loaded onto your iPad for use in the classroom. All apps will come through the “self service” app on your iPad, and will not require any purchasing or login information to be downloaded. Students are prohibited from adding apps to their devices, and our mobile device management system will allow technicians and teachers to monitor all activities on a given device. A list of district-approved apps is available on the Mobile Learning webpage.

APPROVED APPS:

- Provide a rich, engaging learning experience.
- Are appropriate for a school environment.
- Are easy to access and are user-friendly.
- Have limited to no advertising.
- Do not require personal information or a credit card.

SOFTWARE AND OPERATING SYSTEM UPDATES

Occasionally some apps and the operating system require updates to keep the iPad functioning properly and securely. Most of the updating will be accomplished remotely through the management system, however, at times, technology teachers will send out emails to students with directions on how to download an app or update an app to make sure it is fully functional.

MUSIC AND GAMES

Music is allowed on the iPad, and must be properly licensed, appropriate for school, and comply with all district policies.

Games, unless directed by a teacher, should not be played on the iPad.

If found, illegally downloaded music, and unapproved games will be blocked from use on iPads, and may result in a loss of iPad privileges.

THE iPad OATH

Each time a student logs onto his or her iPad, the student must swipe to log in. With each swipe, the student agrees to the District 39 iPad oath, which confirms that each student will:

- *take care of my iPad.*
- *practice responsible and positive digital citizenship with my device and my school accounts.*
- *use my iPad when instructed by my teacher.*
- *use my iPad as instructed by my teacher.*
- *only use the iPad and the internet for school purposes.*
- *bring my iPad to school fully charged every day.*
- *adhere to district-applied settings, district-approved apps and the user agreement.*

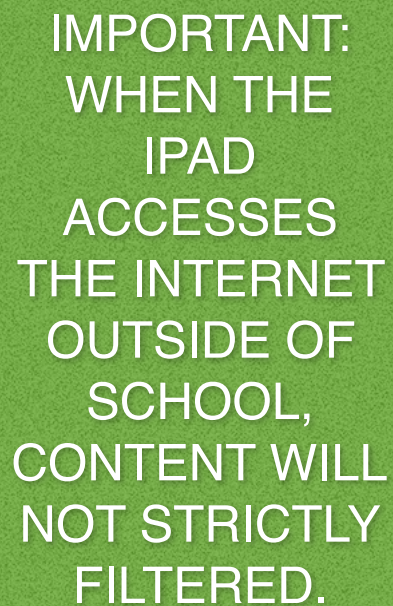
It is important to remember these agreements, as you re-agree each time you log into your iPad to use it safely, responsibly, and respectfully.

ENSURING SAFE, RESPONSIBLE, RESPECTFUL IPAD USE

District 39 staff closely supervises and is able to access, view, and monitor the use of student iPads at all times through a mobile device management system and monitoring systems, to ensure each child's acceptable use of the iPad. If staff suspects expectations for use have not been met at any time, a student may be asked to unlock his or her device for an iPad check. Throughout the year resources will be provided to parents to aid in monitoring the acceptable use of iPads.

District 39 utilizes a web filter that is compliant with the federally mandated Children's Internet Protection Act (CIPA). This filter helps to ensure that content accessed by each device is safe for students, respectful in nature, and that Internet searches performed are responsible.

Students are held to the expectations outlined in this handbook, as well as to the guidelines outlined in District 39 Board policies for technology use. They should keep a copy of this District 39 Mobile Learning Contract that follows for their files to reference if needed.



IMPORTANT:
WHEN THE
IPAD
ACCESSES
THE INTERNET
OUTSIDE OF
SCHOOL,
CONTENT WILL
NOT STRICTLY
FILTERED.

DAMAGED DEVICE OR ACCESSORIES

If a student's device is broken or fails to work properly, the student is responsible for reporting the issue immediately to help@wilmette39.org, and should take the device to the building technician. The Technology Department will then evaluate the equipment. If the device is experiencing technical difficulties outside of school hours, email help@wilmette39.org to log a ticket. Do not attempt to gain access to internal electronics or repair your device.

INTENTIONAL DAMAGE

If a student intentionally damages or breaks another student's device and/or charger, **a loss of iPad privileges will result, and the student may be responsible for expenses related to the repair or replacement of the device.**

If a student makes modifications to another student's device or purposefully accesses another student's account without that student's knowledge, **a loss of iPad privileges and possible other disciplinary action will result.** Modifying or accessing another student's device violates the acceptable use expectations outlined by the district.

RETURNING THE DEVICE AT THE END OF THE YEAR

At the end of each year all iPads will be collected, and students will be notified about this process. Students will receive the SAME device the following school year. Along with the device itself, students are expected to return the iPad case. The cable and the charger block can be returned after 8th grade. All accessories not turned in will incur a replacement fee.

LEAVING THE DISTRICT/RETURNING THE DEVICE

Students who transfer out of District 39 for any reason must return a district-owned device and all of its accessories (case, charger block, and lightning cable) in working condition ON or BEFORE the date of transfer.

If the device, case, charger, or cable are lost or stolen, students and families will be held responsible for paying the replacement cost.

LOST OR STOLEN DEVICES

In the case of a lost or stolen device or lost accessories, students should report this to the building technology staff or administrator AND email help@wilmette39.org. In order to avoid the possibility of paying twice, do not purchase replacement accessories for the device. If the item is under warranty, there may not be a charge for the item.

WILMETTE SCHOOL DISTRICT 39

MOBILE LEARNING CONTRACT

Students and parents initial each statement

| STUDENT INITIALS | AFFIRMATIVES | PARENT INITIALS |
|------------------|---|-----------------|
| | We have reviewed Wilmette School District 39 Mobile Learning Device Handbook and will support and follow the expectations and recommendations. | |
| | We understand and will follow the District 39 guidelines and acceptable use policy, to make sure my use of the iPad is safe, responsible, and respectful. | |
| | I agree to use my iPad only for school purposes. | |
| | I will think before posting anything online to keep myself safe. I will not post anything that I wouldn't want friends, family, teachers, future college, or employers to see. | |
| | I will be safe online, and will refrain from giving out personal information, including but not limited to, last names, phone numbers, addresses, birthdates, and pictures. I will not share my logins or passwords with anyone (except parents). | |
| | I understand that the iPad issued to me is for my use only. I will not share my iPad with others to make sure it is always safe. | |
| | I understand that the camera and video recording features of my iPad are only to be used when assigned by a teacher, and that if I take a picture of someone I need that person's permission first. | |
| | I understand that my iPad should be locked in my locker when not in use, and that if my device is lost or stolen, I must report that right away. | |
| | I will keep my iPad in my possession, during class times, and know that the iPad is not to be used in the cafeteria, at recess, or taken into the bathrooms or locker rooms at school. | |
| | I understand that it is my responsibility to come prepared to school every day with a fully charged iPad. I take responsibility for the iPad when it is in my care, and will report any damage right away to help@wilmette39.org | |

Student Signature: _____ Student Printed Name: _____

Parent Signature: _____ Date: _____