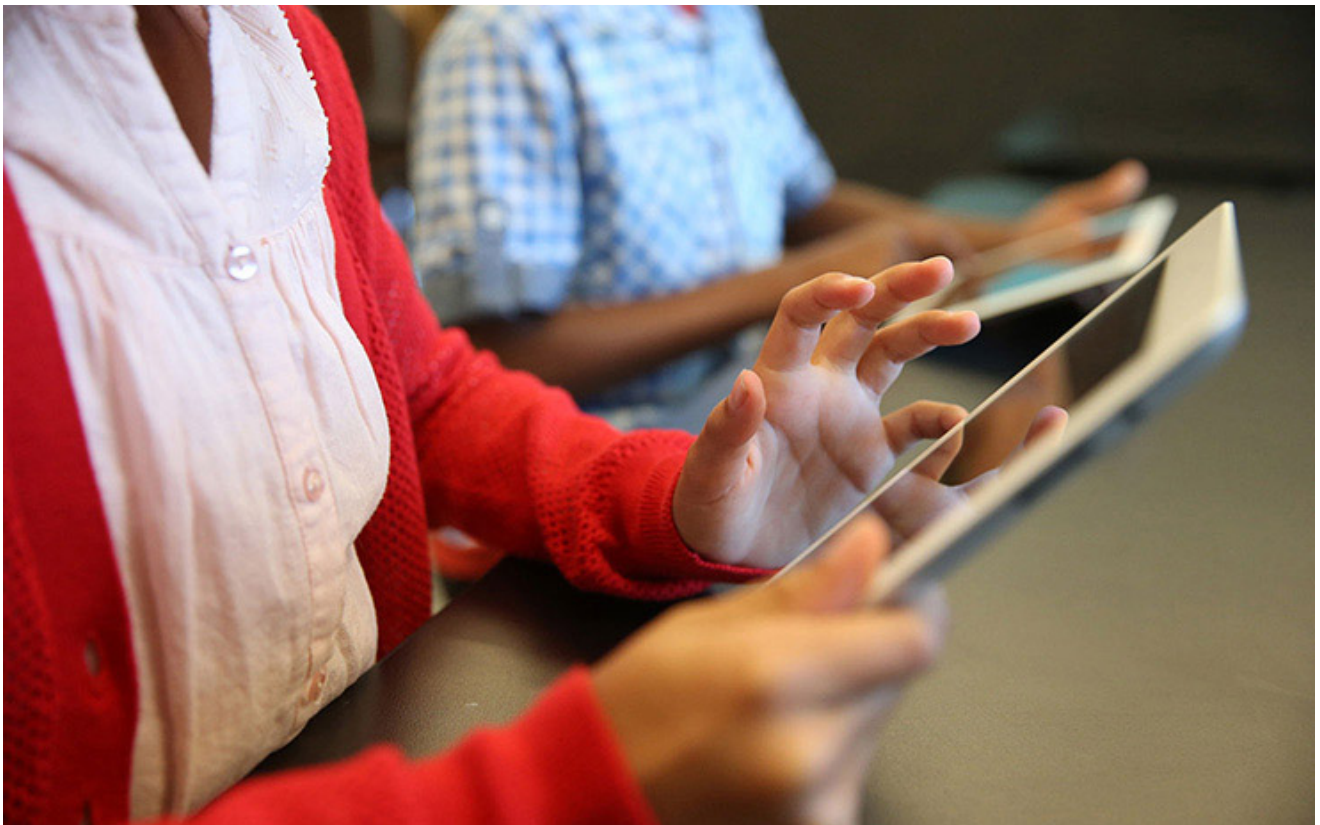

CUSD IPAD HANDBOOK

GRADES 7-12



Coolidge Unified School District

Summer 2018

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INTRODUCTION

We are excited to provide an iPad for every Coolidge Unified School District (CUSD) student. We believe having their own iPads will help our students learn in the ways they learn best. At the same time, students will be sharpening the technology skills that are now essential in nearly every aspect of life.

The student's iPad will open a new world of learning possibilities. It will also give the student -- and parents -- important new responsibilities.

WHAT IS PERSONALIZED LEARNING?

Personalized learning is a process of discovering how each student learns best. Some students need to hear a lesson more than once. Others need to see the lesson. One student may be ready for an advanced lesson while another in the same grade needs to practice the basics.

WHY PROVIDE AN IPAD FOR EVERY STUDENT?

An iPad is a powerful technology device. When each student has an iPad just for his or her own use, the device can be personalized to meet individual interests and learning styles. iPads include a camera, wireless internet, a word processor, and access to all sorts of easy-to-use software applications (known as "apps"). iPads also come with built-in features that make learning easy and enjoyable for everyone. Internet access at home is not required. Everything a student needs to use an iPad after school can be downloaded during the school day. iPads are easy to carry and their batteries last a long time, so learning can take place anywhere.

EXPECTATIONS FOR USING THE IPAD

iPads can be a wonderful educational tool. CUSD is proud to be able to provide each student an iPad for use at school. Responsibilities come with the privilege of iPad use, and some uses are not allowed.

FOR STUDENTS

Students may use district technology resources to create files and projects for school-related work, research, and college and career planning.

STUDENTS WILL:

- ▶ Follow all district and classroom policies, procedures and guidelines when using technology. Policies available online: [Coolidge Governing Board Adopted Policies](#)
- ▶ Keep usernames and passwords private.
- ▶ Treat others with respect and use appropriate language in all electronic interactions with others.
- ▶ Immediately tell a teacher or other adult staff member if they receive an electronic comment or communication that makes them feel uncomfortable, or if they accidentally access inappropriate materials, pictures, video, or websites.
- ▶ Respect the work and intellectual property rights of others, and will not intentionally copy, damage, or delete another user's work. Students will properly cite their sources when they use someone's information, pictures, media, or other work in their own projects and assignments
- ▶ Respect the privacy of others. Students will limit all in-school photography, video and audio recording to educational use.

STUDENTS MAY NOT USE DISTRICT TECHNOLOGY RESOURCES TO:

- ▶ Find, create, or send information to spread lies or misinformation; or harass, harm, or bully others.
- ▶ Gain unauthorized or inappropriate access to district technology resources.
- ▶ Use, retrieve, store, or send improper language, pictures, or other digital content.
- ▶ Cheat, including get or give answers to tests; search for and/or copy answers or information on the internet or other electronic resources contained on or in any technology resource or device; copy and submit someone else's information or assignment as their own; or conduct other similar forms of electronic cheating.
- ▶ Violate copyright or licensing agreements.
- ▶ Access inappropriate or blocked resources in any manner while on district property during school hours.
- ▶ Share or post any personally-identifiable information about themselves or others that could help someone locate or contact them. This includes such things as e-mail address, full name, home or school address, phone number, parent or guardian names, or school name.
- ▶ Modify the operating system, remove security profiles, or vandalize district technology resources.

USING THE IPAD AT SCHOOL

Your assigned iPad is intended for school use and must be brought to school every day with a fully charged battery. Students must bring their iPad to all classes, unless a teacher specifically instructs them not to do so. Students are responsible for completing all course work, even if they leave their assigned iPad at home.

APPS ON THE IPAD

DISTRICT-OWNED APPS

The apps that the district provides for students on the iPad must be easily accessible at all times. The district may remove an app from your iPad after you're done using it so other students can have a chance to use it, too.

CAN I DOWNLOAD MY OWN APPS?

No. Students do not have access to the App store. Only approved apps found in the Self Service portal can be downloaded.

SOFTWARE AND OPERATING SYSTEM UPDATES

Occasionally, apps and the operating system require updates that keep the iPad and apps functioning properly and securely. Students are expected to follow district directions on installing any app and operating system updates.

IPAD CONTENT IS NOT PRIVATE

iPads are district property. CUSD staff members have access to the internet history, photos, and other information on the iPad at any time. Students are required to unlock the iPad upon request of district staff. If you don't unlock the iPad when asked, you may receive behavior consequences in accordance with the Student Behavior Handbook.

UNAUTHORIZED MODIFICATIONS TO THE OPERATING SYSTEM; HACKED IPADS

All CUSD iPads are scanned remotely on a regular basis to ensure that security settings have not been changed or deleted. If a student has accessed the internal parts of the iPad or changed the settings, he or she will be assigned behavior consequences in accordance with this document and the Student Handbook.

NETWORK SECURITY

When the device is at school on the district network, internet access is filtered and inappropriate content is blocked. However, when the device is used at home or on a public WiFi network, students have unrestricted access to the internet, including inappropriate websites and content. Parents with a home wireless network can filter it by installing special filtering software. Some software, such as OpenDNS Home and OpenDNS Family Shield, are free; others such as SafeEyes and NetNanny may need to be purchased. Many cell phone and cable providers also offer filtering solutions. Simply do a Google search with your internet provider's name and the terms "Parental Controls," such as "Xfinity Parental Controls," to learn more.

OpenDNS Home: Free home filtering solution with flexible and customizable parental controls. Filter internet connections for every device on your home network, including iPads, computers, and gaming devices. Learn more at bit.ly/open-dns-home

OpenDNS Family Shield: Free, pre-configured home filtering solution that blocks access to adult content. Learn more at bit.ly/dns-shield

MONITOR STUDENT PROGRESS

CUSD encourages parents and guardians to use the iPad to monitor their child's academic progress and communicate electronically with their child's teacher(s). Ask your students to show you what they have learned and created with the iPad, and discuss how they use the device in school.

Parents may also use the Safari browser app to log in to their personal email account to send emails to their child's teacher(s).

ASSOCIATED FEES *NEW*

Each iPad will come with an AppleCare insurance policy. The perpetual fee for this insurance is \$50. This fee is only required to be paid once, upon receiving an iPad for the first time. The fee does not have to be paid each year.

For example— if the fee is paid upon a student entering 7th grade, the fee will not have to be paid again throughout grades 8-12.

Beginning summer 2018, the new AppleCare policy will be in effect. This new policy has decreased the replacement cost to the district.

WHAT IF THE IPAD IS LOST, STOLEN OR DAMAGED (INTENTIONALLY OR UNINTENTIONALLY)?

The cost to replace/repair the 1st iPad:	First Replacement is Free. Your \$50 policy will cover this replacement.
The cost to replace/repair the 2nd iPad:	\$50
The cost to replace/repair the 3rd iPad:	\$100
Replacement Charger:	\$40
Replacement Case:	\$90

EIS USER AGREEMENT

This policy can be found in the adopted CUSD Board Policies online: [Coolidge Governing Board Adopted Polices](#)

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EXHIBIT

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

ELECTRONIC INFORMATION SERVICES USER AGREEMENT

Details of the user agreement shall be discussed with each potential user of the electronic information services (EIS). When the signed agreement is returned to the school, the user may be permitted use of EIS resources.]

A parent may prohibit his or her child from the use of technology and the Internet for non-instructional searches or free time by signing the opt out form. The EIS form must still be signed for student access to necessary, instructional technology and internet access.

Terms and Conditions

Acceptable use. Each user must:

- A. Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School District.
- B. Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- C. Abide by all copyright and trademark laws and regulations.
- D. Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- E. Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
- F. Not use the network in any way that would disrupt the use of the network by others.

G. Not use the EIS for commercial purposes.

H. Follow the District's code of conduct.

I. Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.

J. Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

(The following paragraph applies to district employees only)

In addition, acceptable use for District employees is extended to include requirements to:

A. Maintain supervision of students using the EIS.

B. Agree to directly log on and supervise the account activity when allowing others to use District accounts.

C. Take responsibility for assigned personal and District accounts, including password protection.

D. Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

Personal responsibility. I will report any misuse of the EIS to the administration or system administrator, as is appropriate.

I understand that many services and products are available for a fee and *acknowledge my personal responsibility for any expenses incurred without District authorization.*

Network etiquette. I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

A. *Be polite and use appropriate language.* I will not send, or encourage others to send, abusive messages.

B. *Respect privacy.* I will not reveal any home addresses or personal phone numbers or personally identifiable information.

C. *Avoid disruptions.* I will not use the network in any way that would disrupt use of the systems by others.

Services

The School District specifically denies any responsibility for the accuracy of information. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information services (EIS) is used and bears the risk of reliance on the information obtained.

I have read and agree to abide by the School District policy and regulations on appropriate use of the electronic information system, as incorporated herein by reference.

I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

Name _____

Signature _____ Date _____
(Student or employee)

School _____ Grade (if a student) _____

Note that this agreement applies to both students and employees.



STUDENT
SIGNATURE

The user agreement of a student who is a minor must also have the signature of a parent or guardian who has read and will uphold this agreement.

Parent or Guardian Cosigner

As the parent or guardian of the above-named student, I have read this agreement and understand it. I understand that it is impossible for the School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired by use of the electronic information services (EIS). I also agree to report any misuse of the EIS to a School District administrator. (Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement.)

I accept full responsibility for supervision if, and when, my child's use of the EIS is not in a school setting. I hereby give my permission to have my child use the electronic information services.

Parent or Guardian Name (print) _____

Signature _____ Date _____



PARENT
SIGNATURE