

iPad/Mobile Learning Technology

Policy, Procedures, and Information



Armstrong Middle School

Armstrong Middle School iPad/Mobile Learning Program:

The focus of the 1:1 Digital Promise Program at Armstrong is to prepare students for their future, a world of digital technology and information. As we enter the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the tablet computer. The individual use of a tablet is a way to empower students to learn at their full potential and to prepare them for the real world of higher education and the workplace. Tablets encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with Tablets integrates technology into the curriculum anytime, anyplace.

TABLE OF CONTENTS

1. Receiving Your iPad	3
2. Taking Care of Your iPad	3
2.1 General Precaution.....	3
2.2 Carrying /iPads/Tablet.....	3
2.3 Screen Care	4
3. Using Your Tablet/laptop at School	4
3.1 Screensavers	4
4. Software on Your Tablet	4
4.1 Originally Installed Software	4
4.2 Additional Software	4
4.3 Inspection	5
5. Acceptable Use	5
5.1 General Guidelines	5
5.2 Privacy and Safety	5
5.3 Legal Propriety	6
5.4 Email.....	6
5.5 Consequences	6-7
6. Protecting and Storing Your Tablet	8
6.1 Tablet Identification	8
6.2 Password Protection	8
6.3 Storing Your Tablet	8
7. Community Schools Acceptable Use Policy for Internet Use	9-14

1. Receiving Your Tablet:

Tablet will be distributed each fall during iPad Deployment. All iPads will be in a school issued case that must remain on the iPad. Parents & students must sign and return the iPad User Agreement Policy, BTSD Technology Policy, Digital Promise User Agreement and Student Pledge documents before the tablet can be issued to their child. The iPads will be collected at the end of each school year for maintenance, cleaning and software installations.

2. Taking Care of Your Tablet:

Students are responsible for the general care of the iPad they have been issued by the school. iPads cannot be shared or borrowed from other students. iPads that are broken or fail to work properly must be taken to the Technology Help Desk located in Mrs. Martesi Class- Tiger Techs Room (room A-3)

2.1 General Precautions

1. No food or drink is allowed next to your iPad while it is in use.
2. iPads should always remain in their cases at all times.
3. iPads must never be left in a car or any unsupervised area.
4. iPads should never be stored in an area that receives direct sunlight, an area that is excessively heated, or an area which exposes the device to excessive cold. Exposure to these conditions could damage the iPad.
5. Students are responsible for keeping their iPad battery charged for school each day.

2.2 Carrying Tablet

The protective cases provided with iPad have sufficient padding to protect it from normal treatment and provide a suitable means for carrying the tablet within the school. The guidelines below should be followed:

1. Tablet should always be within the protective case when carried.
2. Clean the screen with a soft, dry cloth or anti-static cloth.

2.3 Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

1. Do not lean on the top of the iPad.
2. Do not place anything on top of the screen that could put pressure on the it.

3. Using Your iPad at School

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules will be accessed using the tablet. Students must be responsible to bring their iPad to all classes, unless specifically advised not to do so by their teacher.

3.3 Screensavers

1. Student ID Numbers must be your lock screen pin code.

2. Inappropriate media may not be used as a screensaver.
3. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.
4. Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

4. Software on Your Tablet

4.1 Originally Installed Software

The software originally installed by the school district must remain on the tablet in usable condition and be easily accessible at all times.

4.2 Additional Software

It is prohibited to install files, apps or games on the iPad.

1. Violent games and computer images containing obscene or pornographic material are banned.

4.3 Inspection

Students may be selected at random to provide their tablet for inspection. Any teacher/faculty has the right to inspect a student's tablet.

5. Acceptable Use

5.1 General Guidelines

1. Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Bristol Township School District.
2. Students are responsible for their ethical and educational use of the technology resources of the Bristol Township School District.
3. Access to the Bristol Township School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Technology User Agreement Policy.
4. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
5. Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, **will be considered an act of vandalism** and

subject to disciplinary action in accordance with the Bristol Township School District Policy Handbook.

5.2 Privacy and Safety

1. Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
2. Remember that storage is not guaranteed to be private or confidential.
3. If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or a principal immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

5.3 Legal Propriety

1. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
2. Plagiarism is illegal and a violation of the Bristol Township. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
3. Use or possession of hacking software is strictly prohibited and violators will be subject to consequences. Violation of applicable state or federal law, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

5.4 Email

1. Always use appropriate language.
2. Do not transmit language or material that is profane, obscene, abusive, or offensive to others.
3. Do not send mass emails, chain letters or spam.
4. Students should maintain high integrity with regard to email content.
5. No private chatting during class without permission.
6. Email is subject to inspection by the school.

5.5 Consequences

Student use of the iPad device is a privilege not a right.

Standard Privileges:

1. School use
2. Web Browsers: Chrome, Safari
3. Google Applications
4. Pre-Installed Apple Store Apps

Suspended Privileges: This procedure will help ensure that student iPads are well-cared for, and that they will be available for use throughout the student’s career at Armstrong Middle School. In addition to these consequences, some violations may incur disciplinary and/or legal action. The number in each row refers to the first and subsequent violations. **The school reserves the right in some cases to change the violation punishment.**

Violation	Verbal Warning	Loss of tablet use for that class	Write up= Saturday School	1 Day tablet loss- parents notified by administrator	Tablet Suspended for a minimum of 10 Days, Meeting with Parents	Tablet Suspended for the rest of the school year, Meeting with Parents
Letting someone borrow your tablet/having someone else’s iPad	1st	2nd	3rd	4th	5th	6th
Leaving your tablet in a classroom	1st	2nd	3rd	4th		
Tablet Use Violation- “screens up” “Screens down”	1st	2nd	3rd	4th		
Network Violation - For example: Changing passwords, taking off iBoss				1st	2nd	3rd
Intentional Damage to a Tablet					1st	2nd
Inappropriate material- games, websites, videos or photos			1st	2nd	3rd	4th

6. Protecting and Storing Your Tablet

6.1 Tablet Identification

Student tablets will be labeled in the manner specified by the school. Tablets can be identified by the serial number.

6.2 Password Protection

Students are expected to use and keep their log-in password confidential to protect information stored on their iPad.

6.3 Storing Your Tablet

When students are not monitoring iPad, they should be stored in their lockers with the lock securely fastened. Nothing should be placed on top of the tablet, when stored in the locker.

7. Insurance Program (Optional)

7.1 Cost and Conditions

Students have a technology user fee this one-time amount of **\$40** to insure their tablet in the event of any damage, loss, or theft. This program will ensure that in the event of damage, loss, or theft students will receive a replacement tablet as soon as the required paperwork has been turned in. This can be as early as the next school day.

For returning students, we understand that this is an increase in the price of insurance from last year. There are a number of reasons for this increase in price:

1. We have received iPads this year in place of our Samsung devices from last year, and the retail value of these devices is higher.

Students that do not choose to enroll in the Insurance Program will be responsible for the entire retail value of their device should it need to be repaired or replaced.

7.2 Financial Assistance

In order to maintain the longevity of this technology program, we are hoping that all families will enroll their student in the Insurance Program. However, we understand the financial hardship that this program may cause some families. In order to assist with this, we have financial assistance available to families who apply in order to ensure that all devices are covered in the event of damage, loss, or theft. Please contact Mr. Dayton (ed.dayton@bristoltwpsd.org) or Mrs. Martesi (dawn.martesi@bristoltwpsd.org) for a Financial Assistance application.

****SIGN AND RETURN****
Information Packet Agreement

I have read and understand the information contained in the Information Packet and agree to the following conditions: (please initial for each)

Student Initials	Parent Initials	
		1. I understand that I must fill out all the required forms before I will be issued an iPad.
		2. I agree to take care of the iPad according to the guidelines in this information packet.
		3. I agree to use appropriate wallpaper and lock screens on my iPad and to always bring my tablet to school charged each day.
		4. I agree to maintain the school sponsored apps and use them appropriately.
		5. I agree to adhere to all acceptable technology use guidelines outlined in this information packet.
		6. I agree to ensure that my tablet is properly identifiable and protected with a school-provided password at all times.
		7. I agree to use my LTE data plan appropriately and not stream videos/music for any non-academic purposes.
		8. I understand the User Fee Program option that I am being offered to protect my tablet and understand that I will be responsible for this iPad if damaged or lost.

Student Name

Grade Level

Student Signature

Parent Name

Parent Signature