

Section 1:

Digital Conversion Program Overview

Program Overview:

Worcester County Public Schools (WCPS) is excited about *Flip2FutureReady*, our 1:1 Apple iPad device initiative. Technology has the potential to change the way our teachers teach and the way our students learn.

WCPS supports the International Society for Technology in Education (ISTE) Standards for Students and Educators. Each of the learning goals are developed to support students and educators in choosing, achieving and demonstrating competency in their learning goals, informed by the learning sciences.

Students	Educators
1. Empower	1. Learner
2. Digital Citizen	2. Leaders
3. Knowledge Constructor	3. Citizen
4. Innovative Designer	4. Collaborator
5. Computational Thinker	5. Designer
6. Creative Communicator	6. Facilitator
7. Global Collaborator	7. Analyst

STUDENTS

Today's students must be prepared to thrive in a constantly evolving technological landscape. The ISTE Student Standards are designed to empower student voice and ensure that learning is a student-driven process.

Students:

- ❖ leverage technology to take an active role in choosing, achieving, and demonstrating competency in their learning goals, informed by the learning sciences.
- ❖ recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world, and they act and model in ways that are safe, legal and ethical.
- ❖ critically curate a variety of resources using digital tools to construct knowledge, produce creative artifacts and make meaningful learning experiences for themselves and others.
- ❖ use a variety of technologies within a design process to identify and solve problems by creating new, useful or imaginative solutions.

- ❖ develop and employ strategies for understanding and solving problems in ways that leverage the power of technological methods to develop and test solutions.
- ❖ communicate clearly and express themselves creatively for a variety of purposes using the platforms, tools, styles, formats and digital media appropriate to their goals.
- ❖ use digital tools to broaden their perspectives and enrich their learning by collaborating with others and working effectively in teams locally and globally.

EDUCATORS

Educators:

- ❖ continually improve their practice by learning from and with others and exploring proven and promising practices that leverage technology to improve student learning.
- ❖ seek out opportunities for leadership to support student empowerment and success and to improve teaching and learning
- ❖ inspire students to positively contribute to and responsibly participate in the digital world
- ❖ dedicate time to collaborate with both colleagues and students to improve practice, discover and share resources and ideas, and solve problems.
- ❖ design authentic, learner-driven activities and environments that recognize and accommodate learner variability.
- ❖ facilitate learning with technology to support student achievement of the ISTE Standards for Students
- ❖ understand and use data to drive their instruction and support students in achieving their learning goals

Section 2:

Student Responsibilities

Each student will be responsible for:

- ❖ Arriving at school with their fully charged iPad, Logitech Crayon, power cord/charger, and protective case.
 - ❖ Attending each class with their iPad, Logitech Crayon, power cord/charger, and protective case.
 - ❖ Agreeing to and signing the Worcester County Public Schools Responsible Use Consent Form and the Student Device User Agreement (Copies of both of these are in the Appendix of this handbook).
 - ❖ Protecting and backing up all electronic files to either Office 365 or iCloud.
 - ❖ Logging in under their assigned username and password and not sharing their passwords with other students.
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Backing Up Files and Data

It is the responsibility of each student to back up his or her own data.

Students can sync personal files to OneDrive or iCloud. Worcester County Public Schools will provide basic instructions for using these tools on the www.worcesterk12.org website. In the event an iPad needs to be serviced, it is very important that students have an up to date back up of all-important files.

Students creating many large files, such as photos and videos, may prefer to provide their own flash drives or external hard drives.

Charging the iPad Battery and iPad Pencil

Students must arrive each day with a fully charged iPad battery and stylus. To fully charge the iPad battery, the iPad charger must be plugged into an electrical outlet and attached to the iPad for several hours (if the iPad is shutdown).

BEING PREPARED FOR CLASS INCLUDES FULLY CHARGING THE IPAD BATTERY EACH NIGHT. FAILING TO DO SO MAY RESULT IN DISCIPLINARY ACTION.

ADDITIONAL STUDENT RESPONSIBILITIES ARE INCLUDED IN THE RESPONSIBLE USE CONSENT FORM AND STUDENT DEVICE USER AGREEMENT THAT STUDENTS AND PARENTS SIGNED AT DEPLOYMENT. COPIES OF THESE DOCUMENTS ARE INCLUDED IN APPENDIX A AND B OF THIS HANDBOOK.

Section 3:

Financial Responsibilities

Background

Worcester County Public Schools researched 1:1 iPad programs prior to the implementation of this program. The research included examining other school systems that have such programs in place. As a result, the school system developed the following procedures to ensure the success of the program from a safety, service, and hardware standpoint. The purpose of these procedures is to provide students with access to the iPad as a learning tool at all times.

Apple Care Fee

After careful consideration, it was decided to waive the Apple Care fee for all students. However, Apple Care does not alleviate individuals of device neglect – loss, theft, damage cause by misuse, or damages as a result of actions listed below in item #8 – costs. Apple Care will cover the repair or replacement due to product defects.

Details

1. Should a student withdraw, the iPad and all school issued items relating to the device must be returned in acceptable condition.
2. Should a student transfer schools within WCPS, the iPad and all school issued items relating to the device must be returned to that school.
3. WCPS has provided a protective case and Logitech Keyboard for the iPads and must be used at ALL times.
4. Willful and deliberate damages to the devices will cause WCPS to charge the student/parent the full cost of the replacement or repairs of the device. Such cases may be turned over to the appropriate police agency.
5. ALL damage incidents will be investigated by administration.
6. Examples of device neglect include, but are not limited to:
 - *Damage caused by use with non-issued products*
 - *Damage as a result of a pet*
 - *Damage as a result of the violation of the RUP (i.e. involving food, drink or other liquid on or near the device)*
 - *Damage as a result of negligence (i.e. the iPad is placed in an unsafe location or position, misuse or not handled properly. i.e. Drop Damage)*
 - *Damage caused by operating the product outside the permitted or intended uses described by the manufacturer*
 - *Damage caused by service performed by anyone who is not a representative of the manufacturer or a manufacturer-authorized service provider*
 - *Damage to a part or product that has been modified to alter functionality or capability without the written permission of the manufacturer*
 - *Consumable parts, such as batteries, unless damage has occurred due to a defect in materials or workmanship***

- *Damage that is cosmetic, including, but not limited to scratches, dents, and broken area around ports, that does not otherwise affect functionality or materially impair your use*
- *Any issue when the Apple serial numbers have been removed*
- *Loaning the iPad, charger, or Logitech Crayon to another student*
 - i. *Leaving the iPad or charger unattended will result in the student being responsible for paying for a replacement*
 - ii. *Damage resulting from removing the Logitech case and keyboard*

The following are approximate costs for common repairs or lost items:

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| • Logitech Rugged Combo 3 keyboard replacement | \$139.95 |
| • USB power cord replacement | \$19.00 |
| • USB power adapter replacement | \$19.00 |
| • Logitech Crayon | \$70.00 |

Section 4:

Care and Maintenance

- ❖ When you are not using your iPad, it should be in the protective case that has been provided for you.
- ❖ Use your iPad on a sturdy surface that allows for adequate air circulation.
- ❖ Shut down your iPad if you are not going to use it for one or more days.
- ❖ Do not bend the USB power cord wire. Leave plenty of room for the wire to reach the iPad.
- ❖ To maximize the life of your battery, once or twice a month, run the battery down completely before charging your iPad.
- ❖ Use only approved wipes for the screen.
- ❖ The touchscreen can be damaged if used improperly. Only use your WCPS provided Logitech Crayon or your finger on the touchscreen.
- ❖ While the iPad is off, you may clean the keyboard and surfaces with a lightly damp cloth.
- ❖ Don't place heavy objects on top of your iPad. This may cause damage to the screen. The iPad should never be in a pile or shoved at the bottom of a bag.
- ❖ Do not place stickers on the inside or outside of your iPad.
- ❖ *For information on using your iPad, see the iPad User Guide at <https://support.apple.com/guide/ipad/welcome/ipados>*

Good Practices

When moving about with your iPad (from room to room and/or leaving school):

- ✓ Save all open documents
- ✓ Close your iPad case and secure your Logitech Crayon.
- ✓ Leave the iPad in its protective Logitech Keyboard case
- ✓ **NOTE: DO NOT WALK WITH YOUR IPAD WHILE IT IS OPEN OR OUTSIDE ITS CASE!**

Save and Backup Your Data:

Data and documents will be backed up only if you save them to your OneDrive or iCloud account. Be sure to save every time that you do a significant amount of work that you would regret losing. If you are working in Office 365, your documents are automatically saved.

At least once a week:

- ✓ Empty Downloads *On my iPad* and on *iCloud*
- ✓ Restart your iPad (recommended but not required)

Quit applications that you are not using

Some applications and Office 365 query the network every few minutes, and put a strain on the network that slows down traffic over Wi-Fi for everyone. When not in use, please quit applications.

To maximize battery life:

- ✓ Turn down the volume
- ✓ Turn down the brightness
- ✓ Quit any applications you are not using

Before School

- ✓ Your iPad needs power to keep up with you. Be sure to charge it fully before the beginning of the school day.
- ✓ Use your protective iPad case to transport your device between home and school, and between classes.
- ✓ If you are not using your iPad, please keep it in the protective case.

During Classes

- ✓ Dim your screen to conserve power and make your battery charge last longer.
- ✓ Only keep open the applications and websites that you are using. This saves processor power, memory, and extends your battery life.
- ✓ **Save early; Save often.** Don't wait until the end of class to save documents for the first time. Make sure to save regularly while you are working.
- ✓ At the end of class, make sure that you save all of your work, close your iPad case and secure it with your other materials. Please allow 2-3 minutes at the end of class to do this.
- ✓ When you are not using your iPad in class, please keep it in the protective case. Don't leave it on a desk where it may accidentally get knocked to the floor.

Between Classes

- ✓ Use your protective case to transport your iPad between classes.
- ✓ Do not put pens, pencils, scissors, or paperclips on the keyboard when closing the case. These items may damage the screen, keyboard or other parts of the device.

After School and at Home

- ✓ If possible, use a surge protector instead of plugging your charger directly into the electrical outlet. This protects from power surges and lightning strikes.
- ✓ If you plug into a cable modem at home, disconnect the network cable during thunderstorms or when you are not using your internet connection.
- ✓ When connecting to power, plug the charger into the outlet first and then into your iPad.
- ✓ When disconnecting from power, disconnect from your iPad and then from the outlet.
- ✓ Be sure to shut down your iPad if you are not going to use it for one or more days.
- ✓ Do not use your laptop on a soft surface, such as a bed or a pillow, or any manner that will block the air vents.
- ✓ Beware of using wireless access from others without their permission. You can never be sure if others can see or take your data and personal information.
- ✓ Use your iPad away from food and beverages. Spills can ruin an iPad!
- ✓ Leave your iPad in a secure place during after school activities.
- ✓ Don't leave your iPad in a car overnight or for long periods of time. Extreme heat or cold can damage your iPad.
- ✓ Keep your iPad safe from pets and younger siblings.

Section 5:

Applications

The only applications installed on Worcester County Public Schools' iPads are applications that are owned and purchased by the school system. Due to copyright laws, personal applications, music, or other media purchased by students or families cannot be installed on students' iPads. Students do not have administrator rights on their devices and cannot download applications or media.

- ❖ iPads have standardized and preconfigured applications installed on them.
- ❖ Applications may not be copied, altered, or removed from the iPads.
- ❖ Students are responsible for backing up their own data.

Security and Device Management

The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 and updated in 2011 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program. To maintain CIPA compliance, the devices are protected with a filtering solution designed to work on and off campus.

Open DNS

OpenDNS provides an on and off campus layer of protection from malware and spyware and includes a CIPA compliant filtering solution designed to help protect students from harmful or illegal content. OpenDNS automates protection against known and emergent internet threats and includes a reporting tool, to aid in the response of emerging network issues.

Jamf School

Jamf School is a Mobile Device Management (MDM) that allows for the management of a variety of settings from a single location. Jamf School offers a set of features to support the central management of devices including the deployment of network settings, assistance with the location of lost or stolen devices, the deployment of applications and the ability to troubleshoot remotely. Jamf School provides details about each device such as its make, model, serial number, operating system, storage capacity and network information.

Although security and management solutions are present on the devices, responsible use and supervision is recommended at school and at home.

Section 6:

Internet Use

Internet Use at School

Worcester County Public Schools maintains a content filter and firewalls in all schools that comply with the Children's Internet Protection Act (CIPA). The firewall and filtering software restrict access to unacceptable sites. However, no filter is as reliable as adult supervision. It is the responsibility of each student to appropriately use the laptop.

Students should notify a teacher if they access information or messages that are inappropriate, dangerous, or threatening, or make them feel uncomfortable.

Internet Use at Home

The filtering software that is used at school is active at home and any other internet access. Although the same filtering is used at school and at home, it is the responsibility of the parent/guardian to monitor student's iPad use at home, especially internet access.

It is the responsibility of the parent/guardian to contract with an internet provider in accessing internet services from home and it is their financial responsibility.

Internet Safety

- Use the internet responsibly and do not give out any personal information
- Be ethical in using your device: cite all work that is not your own; use this device in ways that are appropriate, educational, and meet moral and ethical standards
- Be mindful of your digital footprint and use social media responsibly
- Always notify a teacher or parent/guardian if you accidentally access inappropriate content and close the site immediately
- Students should notify a teacher if they access information or messages that are inappropriate, dangerous, or threatening, or make them feel uncomfortable.
- More information about responsible use is in Appendices A and B of this handbook