

Columbia Public Schools Personal Learning Pilot

PROCEDURES AND INFORMATION
HANDBOOK 2013 - 2014



Columbia Public Schools Technology Services
To empower and connect our community of 21st century learners.

Personal Learning Pilot Background Information

Excellence in education requires that modern tools and resources meet the needs of 21st Century Learners and be seamlessly integrated throughout the educational program. Increasing access to technology is essential, and one of the learning tools of 21st Century students is the iPad. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for post-secondary education and the modern workplace. According to studies and school reports, students who use a computing device in a one-to-one (1:1) education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas. The iPad is a “next generation” device that makes learning more engaging and accessible.

Learning results from the continuous dynamic interaction among students, educators, parents/guardians, and the extended community. However, technology immersion does not diminish the vital role of the teacher but transforms the teacher from the director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

By using or taking possession of an iPad owned by Columbia Public Schools, a user and their parents / guardians are agreeing to comply with the CPS District Technology Usage Policy EHB (<http://www.columbia.k12.mo.us/policies/EHB-C.pdf>), the Secondary Student Handbook (<http://www.columbia.k12.mo.us/handbook.php>) and the expectations detailed in the Personal Learning Pilot Handbook.

1. Issuing of iPads

1.1 Receiving an iPad

- a. Qualifications: A student who is actively enrolled at Battle High School or an Advanced Placement course at Hickman High School or Rock Bridge High School in Columbia Public Schools qualifies for use of a district – owned iPad Mini. In order to possess and use the borrowed device, one must comply at all times with CPS District Technology Usage Policy EHB (<http://www.columbia.k12.mo.us/policies/EHB-C.pdf>), the Secondary Student Handbook (<http://www.columbia.k12.mo.us/handbook.php>) and the expectations detailed in the Personal Learning Pilot Handbook. There is no financial obligation to the student unless loss or damage of the borrowed device occurs as the result of handling, storage, transport, use, or reporting of loss / damage that is not in complete compliance with CPS procedures.
- b. Students will be expected to attend an orientation session to receive their equipment. Each student will receive an iPad, cover, and sync cable/AC charger.
- c. Parents/guardians and students must acknowledge the CPS Acceptable Use Policy (AUP).
- d. Students must electronically complete the iPad User Agreement before an iPad is issued to the student.
- e. iPads will be checked out to the student through the Library Media Center circulation system.
- f. The iPad is the property of the Columbia Public Schools and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on an iPad or a school supplied or supported email service.

1.2 Returning an iPad

- a. iPads must be returned immediately when a student transfers out of CPS, is expelled, no longer qualifies for the program, or terminates enrollment for any reason.
- b. Students are expected to return the following items with the iPad: iPad Mini, cover, sync cable and power brick.

1.3 Fines related to an iPad

- a. By taking possession of a borrowed device, the borrower agrees to assume full responsibility for the safety, security, care and proper use of the borrowed property. iPads, covers, and sync cable/power brick will be turned in to the Library Media Center (LMC) when requested in satisfactory condition. iPads will be inspected for damage. In the case of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the iPad. CPS Administration will make the final

determination of any fees assessed.

b. If a student fails to return the iPad, the student/parent/guardian will pay the replacement cost of the iPad.

c. Fines will be charged at the following amounts:

iPad Mini Replacement	\$320.00
Cover	\$8.00
Charger / power brick	\$19.00
SYNC Sync cable	\$19.00
Damaged Screen	Up to \$165.00

1.4 Loss or Theft of an iPad

a. In the case of loss or theft occurring at school, the borrower must report the incident to a school resource officer and the Library Media Specialist within one day of the occurrence.

b. In the case of loss or theft occurring away from school, the borrower must report the incident to law enforcement officials of jurisdiction within 24 hours of the occurrence and then provide documentation of the aforementioned law enforcement report to the Library Media Specialist or School Administration within one day of the occurrence. Failing to report loss or theft in the manner described here will result in the missing property being categorized as lost rather than stolen and the student / parent / guardian will assume full responsibility for the loss of the device and the corresponding financial obligation for the replacement costs of the lost property.

2. Taking Care of an iPad.

Students are responsible for the general care of the iPad they have been issued by CPS. iPads that are broken or fail to work properly must be given to the Library Media Specialist for an evaluation of the equipment. Care must be taken to protect the screen. Students are responsible for anything done using their assigned iPad or their login. iPads are the property of CPS and all users will follow these procedures and the CPS Acceptable Use Policy.

2.1 General Precautions

a. While the iPad is considered scratch resistant, the iPad will scratch. Avoid using any sharp object(s) on the iPad.

b. iPads do not respond well to liquids. 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.

c. Do not attempt to gain access to the internal electronics or repair an iPad. If

an iPad fails to work or is damaged, report the problem to a Library Media Specialist.

d. Cords and cables must be inserted carefully into the iPad to prevent damage.

e. iPads must remain free of any writing, drawing, stickers, or labels that are not the property of Columbla Public Schools.

f. Students may purchase their own cover if desired. However, this cover must be pre-approved by the building Library Media Specialist.

g. iPads have the ability to be remotely located. Modifying, disabling or attempting to disable the Meraki App is a violation of the Acceptable Use Policy (AUP) and grounds for disciplinary action.

h. iPads have a unique identification number and at no time should the numbers or labels be modified or removed.

i. iPads must never be left in an unlocked locker, on top of a locker, in an unlocked car, or in any unsupervised area.

j. iPads must not be left in a vehicle or a location that is not temperature controlled.

k. iPads must be charged for school each day. This is the student's responsibility.

l. There is no "jail breaking" of this device.

m. iPads are assigned to individual students and the responsibility for the care of the iPad solely rests with that individual. Students should not lend their iPad to another person. The iPad should be kept out of reach of younger siblings, family pets, or anyone else capable of careless handling or inadvertent damage of the property.

n. Please do not attempt to contact Apple service directly for repair questions. Please contact a Library Media Specialist.

2.2. Carrying iPads

The protective cover provided with the iPad has sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The iPad must be protected by a cover at all times.

3. Using an iPad at School

iPads are intended for use at school each day. In addition to teacher expectations for the iPad use, school messages, announcements, calendars, and schedules may be accessed using the iPad. Printing from an iPad is not encouraged. Students are responsible for bringing their iPad to all classes unless specifically instructed not to do so by a teacher.

3.1 iPads Left at Home

If a student leaves the iPad at home, the student is responsible for getting the coursework completed by alternate means. The iPad is similar to any instructional material necessary for daily classwork. If leaving the iPad at home is a frequent occurrence, the student may be subject to disciplinary action.

3.2 iPad Undergoing Repair

Loaner iPads may be issued to students when their iPads are being repaired by the school. A limited number of "loaner" iPads are available and is not guaranteed.

3.3 Charging an iPad's Battery

- a. iPads must be brought to school each day in a fully charged condition. A sync cable/AC charger will be issued to the student for charging at home.
- b. In cases where the battery does "run out," students may be able to connect their iPad to a power outlet in class.
- c. When charging at home on a computer, the iTunes preferences MUST NOT be set for automatic syncing.

3.7 Home Internet Access

Columbia Public Schools provides internet filtering on the district's internal network. These filters do not apply in any other location. CPS Personal Learning Pilot iPads do not have a filter for outside CPS access. Parents/guardians, please take the necessary precautions for internet safety with your student.

- a. Students are allowed to set up wireless networks on their iPads. This will assist them with iPad use while at home. Printing at home will require an appropriately configured printer, proper settings on the iPad and the correct app.
- b. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.

3.8 Using the iPad Camera

The iPad comes equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. iPad cameras may never be used in a locker room or restrooms.

4. Managing files and saving work

4.1 Saving to the iPad/Home Directory

- a. The iPad affords limited electronic storage space. As with all electronic files, it is

good practice to back up, duplicate, or archive files to an independent storage space.

b. Storage space will be available on the iPad—BUT will NOT be backed up in case of re-imaging. Students are required to have the iCloud back-up activated on their respective device. Instructions can be found here:

<http://www.apple.com/icloud/setup/ios.html>.

5. Software/apps on the iPads

5.1 Originally Installed Software/apps

a. The software/apps originally installed by the Columbia Public Schools must remain on the iPad in usable condition and be easily accessible at all times.

b. From time to time the school may add software/apps for use in a particular course.

5.2 Additional Software/apps

Students are allowed to load extra apps on their iPads insofar as they do not interfere with academic need. All Apps downloaded with the CPS iTunes ID will be forfeited by the student user upon graduation.

5.4 Procedure for Reloading Software/apps

If technical difficulties occur or illegal software/apps are discovered, the iPad will be restored to factory settings. CPS does not accept responsibility for the loss of any software/apps or documents deleted due to a re-format or re-image.

5.5. Software/app upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPad for periodic updates and synching.