

Sylvan Union School District  
Middle School iPad Take-Home Mobile Device Handbook



Created by the Sylvan Union  
Technology Department

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# SUSD 1:1 Initiative

Sylvan Union School District views the use of student mobile devices as essential to personalization of learning and preparing students for the 21st Century. For the majority of students at grades K-8, iPads and Chromebooks provide students with access to the Web, Google Docs, Google Groups, and other Web 2.0 tools. 3:1 access at the elementary grades and 1:1 access at the middle grades make these tools readily available to students.

## Personalization of Learning

Personalization of learning changes the role of the teacher from expert/lecturer to guide/facilitator. Instead of defining all work parameters and choosing a tool to use, students participate in that process.

With personalization, students:

- actively participate in designing learning
- take ownership of rigorous and meaningful learning
- connect learning with interests
- develop skills and knowledge through the learning process
- become self-directed
- collaborate with other learners, teacher(s), family, ...

In one model, the flipped classroom, instead of lecturing and demonstrating concepts, the teacher provides students with the content in another form, such as a video to watch before the class session. Then, when the students come to class, they work with the concepts collaboratively with other students, and the teacher circulates to guide, question, and support the student work. In another model for research, the teacher presents a broad guiding question in an online discussion. The students share ideas online before splitting into groups to work to define and narrow the question, find relevant and reputable information, and demonstrate understanding through a project - using the collaborative Google Docs platform.

### Collaboration

Collaboration is a driving force in today's workplaces, and students need to learn this skill. Google Drive/Docs allows students to share and collaborate on documents – amongst themselves, with their teachers, and with others in the community and around the world. Google Groups online discussion groups allow students to extend discussion and collaboration beyond the classroom and the regular school hours.

## Student Mobile Device Agreement

### Access to Student Mobile Devices

- The term "student mobile device" refers to devices, cases, and power cord/chargers.
- Like textbooks, student mobile devices are considered as essential learning tools.
- Student mobile devices are on loan to students and remain the property of SUSD.
- All student mobile devices are labeled with an SUSD asset tag. Students may be charged up to the full replacement cost of a student mobile device for tampering with, or turning in, a student mobile device without the SUSD asset tag.
- The students to whom the mobile devices are checked out are responsible at all times for appropriate use. This means that if others use the student devices to break the rules, the students may still be held responsible.
- Students are expected to keep the student mobile devices in good condition. Failure to do so may result in bills for repair or replacement.
- Students are expected to report any damage to their student mobile devices as soon as possible. This means no later than the next school day.

### Content and Privacy

- All users are accountable to all school, district, local, state, and federal laws.
- All data stored on student mobile devices, the SUSD network, and Google Apps cloud servers are property of the district and may be subject to review and monitoring at any time.
- Additional user accounts created on the student mobile device are subject to the same terms and conditions as the assigned student user.
- Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Students who identify or know about a security problem are expected to convey the details to school staff.

## Mobile Device Signature Form (Duplicate)



Student Last Name: \_\_\_\_\_

Student First Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Device Asset Tag Number: \_\_\_\_\_

Device Serial Number: \_\_\_\_\_

This form is to be signed and remain in the SUSD Student Mobile Device Handbook. A duplicate of this form is to be signed and stored at the student's school site.

STUDENT

I have read and understand the SUSD 1:1 Student Mobile Device Handbook. I agree to comply with the terms and conditions stated in the handbook.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

PARENT OR GUARDIAN

I am the parent or legal guardian of \_\_\_\_\_, I have read and understand the SUSD 1:1 Student Mobile Device Handbook. I agree to comply with the terms and conditions stated in the handbook. I will make every effort to ensure that my child or ward also will comply with the terms and conditions stated in the handbook.

I understand that it is impossible for the district to control and restrict access to all controversial or inappropriate material that may be accessible through the district's student mobile device.

Parent or Guardian's Name: (please print): \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## General Policies

- All students are allowed access to mobile student devices and electronic resources unless the school is notified in writing by the parent/guardian.
- Students and families must follow all guidelines set forth in this document and by SUSD staff.
- All users of the SUSD network and equipment must comply at all times with the Sylvan Union School District Student Use of Technology Board Policy BP 6163.4 (<http://sylvan-ca.schoolloop.com/file/1376459688073/1403330971662/2056504426525416544.pdf>) and Agreement for Use of Electronic Information Resources (<http://sylvan-ca.schoolloop.com/file/1380277471000/1376459656502/2225157217881656503.pdf>).
- All users are accountable to all school, district, local, state, and federal laws.
- Failure to comply with these terms may result in disciplinary action and the confiscation of the student mobile device.

## Student Mobile Device Use

### Charging and Bringing the Student Mobile Device to School

- Students are expected to bring their student mobile devices fully charged to school every day.
- There may be a limited number of supervised and unsupervised charging stations at each school site available to students on a first-come, first-served basis.
- Loaner student mobile devices will be available at each school site for students who do not bring their student mobile devices to school.
- Students who have multiple occurrences of forgetting their student mobile devices or not bringing their student mobile devices fully charged may face disciplinary action.

### Logging into a Student Mobile Devices

- Students will log into their student mobile devices with their district-issued Google accounts.
- Students should never share their passwords with others unless requested for by an administrator.

### Managing Personal Content

- Students should store their work in cloud based applications (such as their SUSD issued Google account or any SUSD provided cloud service) or on their student mobile devices, as appropriate.
- Students should not store pirated or otherwise illegal content on their student mobile devices or in SUSD issued accounts.

# Mobile Device Signature Form



Student Last Name: \_\_\_\_\_

Student First Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Device Asset Tag Number: \_\_\_\_\_

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This form is to be signed and remain in the SUSD Student Mobile Device Handbook. A duplicate of this form is to be signed and stored at the students school site.

STUDENT

I have read and understand the SUSD 1:1 Student Mobile Device Handbook. I agree to comply with the terms and conditions stated in the handbook.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

PARENT OR GUARDIAN

I am the parent or legal guardian of \_\_\_\_\_. I have read and understand the SUSD 1:1 Student Mobile Device Handbook. I agree to comply with the terms and conditions stated in the handbook. I will make every effort to ensure that my child or ward also will comply with the terms and conditions stated in the handbook.

I understand that it is impossible for the district to control and restrict access to all controversial or inappropriate material that may be accessible through the districts student mobile device.

Parent or Guardians Name: (please print): \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Sound

- Students are expected to use their own headphones.
- In class use of headphones or sound is at the discretion of the teacher.
- Sound must not interfere with instructional activities.

## Printing

- Students are encouraged to digitally share their work with their peers and teachers.
- Students may print at home by using AirPrint on an AirPrint-enabled printer. More information can be found at <https://support.apple.com/en-us/HT201387>.
- Printing in classrooms is subject to hardware compatibility and teacher approval.

## Apps

- Students do not have permission to install apps on iPads.

## Using the Student Mobile Devices Outside of School

- Students are encouraged to use their student mobile devices outside of school.
- Internet access via Wi-Fi is required for student mobile devices access to the Internet and Google Apps cloud storage, however, iPads have many apps that work without Internet access. These apps include desktop publishing, multimedia, word processing, video editing, graphics and design, and many more.
- Students are expected to follow all SUSD use policies wherever they use their student mobile devices.
- Low cost home Internet service is available through Comcast. More details can be found at <http://internetessentials.com/>.

### Loss

After a device is lost, the student is responsible for the replacement cost of the device. Insurance is mandatory on any subsequently issued devices.

### Theft

In cases of theft, the student is required to file a police report and is responsible for the replacement cost of the device. Insurance is recommended on any subsequently issued devices.

### Damage

The District will repair or replace equipment and bill students for the cost of materials.

### Warranty

The District will repair or replace equipment that is deemed to be a manufacturing defect.

### iPad Parts and Pricing

- Apple 12W USB Power Adapter \$19 (Not covered by warranty)
- Lightning to USB Cable (0.5 m) \$6 (Not covered by warranty)
- iPad Air Replacement \$299
- Replacement (Digitizer) Screen \$93
- Replacement (LCD) \$119
- iPad Stand Replacement \$6 (Not covered by warranty)
- iPad Protective Case Replacement \$35 (Not covered by warranty)

## Student Mobile Device Care

It is essential for students to use and care for their student mobile devices. As noted previously, “student mobile devices” refers to devices, cases, and power cord/chargers. Students should observe the following use and care routines with student mobile devices:

### At School

- Do not remove the iPad case.
- Do not leave your student mobile device unattended.
- Do not pile things on top of your student mobile device.
- In a locker or backpack, place your student mobile device in a vertical position.
- Protect your student mobile device from extreme cold or heat and from food or drinks.
- Use device in accordance with SUSD policies and staff directives.

### At Home

- Do not remove the iPad case.
- Students are expected to bring their student mobile devices to school fully charged. Charge your student mobile device fully each night.
- Keep the student mobile device and charger together.
- Do not leave your student mobile device in or on an unsafe or unstable location, such as a stool, chair, or on the floor.
- Protect your student mobile device from extreme cold or heat, from food or drinks, and from small children and pets.

### Travel To and From School

- Shut down (turn off, power down) your student mobile device before traveling.
- Do not leave your student mobile device in a vehicle.
- Keep your student mobile device out of view.
- Report any issues to a parent, guardian, school official, or trusted adult.

## Device Care

- Do not remove the iPad case.
- Students may personalize their student mobile devices with residue-free skins, decals, etc. but may be charged for damages up to the replacement cost of the device, or case if decorations damage the physical condition of the student mobile devices.
- Use a soft, dry microfiber cloth; lint-free cloth; or screen wipes listed for safe use on electronic device screens to clean the student mobile device screens.

## Parent/Guardian Responsibilities

SUSD makes every effort to ensure that parents/guardians are informed of their responsibilities regarding the 1-to-1 initiative. These responsibilities are:

### Sign the Student/Parent/Guardian Mobile Device Agreement

To take home SUSD student mobile devices, students and their parents/guardians must sign the Mobile Device Agreement, available at school sites, when receiving the student mobile devices.

### Monitor Student Use

The parent/guardian agrees to monitor student mobile device use at home and away from school. Suggestions for monitoring include:

- Internet access on SUSD student iPad devices is filtered on all wifi networks, including at home. Student use can be audited and tracked. Parents can receive an automated weekly email report on student home Internet use by requesting to be added to the report list.
- Investigating and applying parental controls through home internet service providers, wireless router settings, and online filtering services (free online examples: OpenDNS Parental Controls, <http://www.opendns.com/home-solutions/parental-controls/>; Norton ConnectSafe for Home, <https://dns.norton.com/dnsweb/dnsForHome.do>)
- Developing a set of rules/expectations for student mobile device use
- Allowing use only in common areas, such as the living room and kitchen
- Demonstrating interest in, and monitoring of, what the student is doing on the student mobile device
- Advice videos regarding cybersafety, cybersecurity, ethical use, and cyber-bullying are available free at Common Sense Media, <http://www.common-sensemedia.org/video/advice>.

## Support Student Safety

For schools and parents/guardians alike, student safety is always a high priority. The safety tips below are intended to help students be safe when traveling to and from school:

- If walking to and/or from school, staying in groups of two or more
- Being aware of your surroundings, including people and vehicles
- Letting someone know when you leave for school and when you arrive home
- Following the safest routes to school
- Keeping student mobile devices out of view
- Telling a parent, guardian, school official, or trusted adult if someone follows you

### Returning Student Mobile Devices

- *End of Year*  
At the end of the school year, students will turn in their student mobile devices. Failure to do so will result in the student being charged the full replacement cost. SUSD may also file a report of stolen property with the local law enforcement agency.
- *Transferring/Withdrawing Students*  
Students that transfer or withdraw from the District must turn in their student mobile devices on their last day of attendance. Failure to do so will result in the student being charged the full replacement cost. SUSD may also file a report of stolen property with the local law enforcement agency.

## Loss, Theft or Damage

SUSD will repair or replace damaged equipment resulting from normal use. Costs for all other breakages will be the responsibility of the student/parent/guardian. Loss or theft of the device is also the responsibility of the student/parent/guardian and will result in the student being charged the full replacement cost to purchase a new device.

### Insurance (Parent Portal Open - Aug 7 thru Sept 7)

Insurance can be purchased online through the Worth Ave. Group. Worth Ave. can be accessed at the following web site: <http://www.worthavegroup.com/sylvan>  
Coverage starts at \$24.92 for the year for an iPad 2 16GB (6th Grade), and \$23.01 iPad Air 16GB/32GB (7th & 8th Grade.)

Information and sign up available at: <http://www.worthavegroup.com/sylvan>