



BERLIN COMMUNITY SCHOOL

**Technology HANDBOOK
(Policy, Procedures, and Information)**

2017-18

Revised Summer 2017

BCS Technology Handbook

Introduction

The purpose of the iPad initiative at Berlin Community School is to provide students and staff with tools and resources to create a comprehensive 21st century learning environment. Our goal is to prepare students to be successful in high school, college, and ultimately career ready. Technology integration will personalize learning and allow students to create, think critically, problem solve, collaborate, and communicate in a variety of methods. The iPad program will help teachers transform curriculum and teaching practices so that students can “discover their potential” in an evolving global economy.

The policies, procedures, and information contained in this handbook apply to all iPads and technology used by Berlin Community School students and staff. Teachers may set additional requirements for use in their individual classrooms.

MISSION STATEMENT

The mission of the Berlin Community School, in an active partnership between school and community, is to provide effective and comprehensive educational opportunities in a nurturing environment designed to challenge all students to strive for personal excellence and responsible citizenship. This will foster the pursuit of life-long learning while achieving proficiency in the New Jersey Core Curriculum Content Standards and meet the challenges of an evolving global society.

“Where students discover their potential!”



BCS Technology Handbook

Table of Contents

I. RECEIVING YOUR IPAD AND IPAD CHECK-IN

- A. RECEIVING YOUR iPad
- B. iPad CHECK-IN
- C. CHECK-IN FINES

II. TAKING CARE OF YOUR IPAD

- A. GENERAL PRECAUTIONS
- B. CARRYING iPADS
- C. SCREEN CARE

III. USING YOUR IPAD AT SCHOOL

- A. iPADS LEFT AT HOME
- B. iPad UNDERGOING REPAIR
- C. CHARGING YOUR iPad's BATTERY
- D. SCREENSAVERS/ PHOTOS/VIDEOS
- E. USING THE iPad CAMERA
- F. SOUND, MUSIC, GAMES, OR PROGRAMS
- G. HOME INTERNET ACCESS
- H. LEGAL PROPRIETY

IV. MANAGING YOUR FILES AND SAVING YOUR WORK

- A. SAVING TO THE iPad/WORKFLOW MANAGEMENT
- A. DISTRICT GOOGLE E-MAIL ACCOUNT AND GOOGLE APPS FOR EDUCATION
- B. NETWORK CONNECTIVITY

V. SOFTWARE ON iPADS

- A. ORIGINALLY INSTALLED SOFTWARE
- B. ADDITIONAL SOFTWARE
- C. INSPECTION

VI. PROTECTING AND STORING YOUR IPAD

- A. iPad IDENTIFICATION
- B. STORING YOUR iPad
- C. iPADS LEFT IN UNSUPERVISED AREAS

VII. TECHNICAL SUPPORT

POLICY

LOAN AGREEMENT

- PARENT/GUARDIAN RESPONSIBILITIES
- STUDENT RESPONSIBILITIES

BCS Technology Handbook

I. Receiving Your iPad and iPad Check-in

a. Receiving Your iPad

iPads will be distributed in September. Parents and students must complete and sign the iPad Handbook/ Loan Agreement before the student's iPad can be issued.

b. iPad Check-in

iPads will be returned to the Berlin Community School in June, so they can be checked and serviced for the next school year. If a student withdraws from the Berlin Community School during the school year, the iPad must be returned at that time or it will be considered stolen. Stolen iPads will be tracked and reported to the proper authorities.

c. Check-in Fines

iPads and their chargers must be returned to BCS at the end of the school year. If a student fails to return his or her iPad at the end of the year, the parent is responsible for the cost to replace the iPad. The cost of the iPad is \$549.00. The cost to replace the charger is \$29.00, and the charger cord is \$19.00. The protective case is \$49.95. Failure to pay for a replacement iPad will result in a theft report being filed with the proper authorities. Damaged iPads will require a payment of \$49.95 in order for the district to have the iPad repaired.

II. Taking Care of Your iPad

a. General Precautions

iPads are considered school property and all users must follow all school policies and procedures related to technology use and the code of conduct (see appendix A). General precautions will help to ensure the iPad remains in excellent working order during the school year. Therefore, cords and cables must be inserted carefully into the iPad to prevent damage. Each iPad must remain free of any writing, drawing, stickers, labels that are not the property of the Berlin Borough School District. Each iPad should not be used near food or drink. They should not be stored in a vehicle for a prolonged period of time. iPads must never be left unlocked or unsupervised in school or during after-school activities. iPads should be kept out of reach of younger siblings, family pets, or anyone else capable of careless handling or inadvertent damage. Students are responsible for keeping their iPad's battery charged before coming to school each day.

BCS Technology Handbook

b. Carrying iPads

The school issued case provides protection however; iPads can sustain significant damage if dropped or if they are repeatedly dropped. iPads must be within the school issued case at all times.

c. Screen Care

The iPad screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure. Therefore, do not lean on the top of the iPad when it is closed. Do not place anything near the iPad that could put pressure on the screen. Carefully place iPads in backpacks by ensuring that they do not have too much pressure and weight on the iPad screen. Do not place anything in the carrying case that will press against the cover. iPads do not respond well to liquids. There is a liquid sensor (similar to those in cell phones) that provides proof of liquid damage. Clean the screen with a soft, dry cloth or anti-static cloth as needed. Do NOT use window cleaner, household cleaners, aerosol sprays, solvents, alcohol, ammonia or abrasives to clean the screen. Do not bump the iPad against lockers, walls, doors, or floors or the screen will eventually break.

III. Using Your iPad at School

a. Charging Your iPad's Battery

iPads must be brought to school each day fully charged. Uncharged iPads may not be able to be charged in school. Students will then be required to complete course work without their iPad and are considered unprepared for class.

b. Photos/Videos

Inappropriate media or photos include anything related to weapons, sexual content, inappropriate language, alcohol, drugs, gangs, or any other media that violates the Acceptable Use Policy or Code of Conduct and may require police notification. Photos or videos of other students or staff members cannot be taken without the permission of a teacher. Photos and videos must only be used for the specific educational purposes outlined by a teacher.

c. Restricted Areas

The iPad may not be taken into locker rooms or restrooms. The iPad may not may only be utilized with teacher permission at lunch/recess or on the bus.

BCS Technology Handbook

e. Sound, Music, Games, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. If sound is turned on, a student must use his or her headphones or earbuds. Music is allowed on the iPad and can be used at the discretion of the classroom teacher. Internet games that are not educational are not permitted in school. Only district approved apps may be downloaded on the iPad. Apps may only be downloaded by Berlin Community School. It is the student's responsibility to ensure that there is enough storage space available on his or her device for district installed apps and other required content.

f. Home Internet Access

Students are permitted to set up wireless networks on their iPads to allow for iPad use for educational purposes while at home. When using the Internet at home, content filtering becomes the parent's or guardian's responsibility, and it is recommended that parents monitor student use. Teachers and administrators have the right to spot check students' iPads to ensure appropriate usage.

g. Legal Propriety

Students must comply with copyright laws and license agreements. If unsure, students should consult a teacher. Credit must be given to all sources used in a project, whether quoted or summarized. This includes all forms of media taken from the Internet—graphics, movies, music and text. Use of hacking software is prohibited.

h. iPads at Home

iPads are intended for use at school each day. Students are responsible for bringing their iPads to all classes, unless specifically instructed not to by their teachers. If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. If a student comes to school without the iPad, he or she is considered unprepared for class. Students may be required to complete work after school hours or points may be deducted from their grade.

j. iPad Undergoing Repair

Replacement iPads may be issued to students when their iPads have been sent out for repair. Depending on demand, there may be a delay in getting an iPad. Parents/Guardians will be required to pay a \$49.95 service charge.

BCS Technology Handbook

IV. District E-mail, Managing Your Files and Saving Your Work

a. Saving to the iPad/Workflow Management

Students and staff will receive training on a variety of ways to save work on the iPad and ways to manage content. The school has selected cloud based tools, which offer simple assignment management, online file storage, and collaboration tools to support a paperless classroom. Teachers will assign, share/distribute, collaborate, collect, annotate, and review assignments across any internet connected device including the iPad. Storage space will be available on the iPad, BUT saved data will not be backed up in case of iPad reimaging by the BCS technology department.

b. District Google E-mail Accounts and Google Apps for Education

Students will receive a Google Gmail account. Students should only utilize this account and no other email accounts should be created or utilized. Student Gmail accounts will only be capable of corresponding with BCS students and staff; however, these accounts will enable them to access the full set of Google Apps for Education for use at BCS. These apps include but are not limited to Google Classroom, Drive, Docs, and Sheets.

c. Network Connectivity

The Berlin Borough School District cannot guarantee that the network will be accessible 100% of the time. In the rare case the network is not operational; the district is not responsible for lost or missing data.

V. Software on iPads

a. Originally Installed Software

The software/apps installed by the Berlin Borough School District must remain on the iPad in usable condition and be easily accessible at all times. New apps or software may be added to the iPad remotely during the school year. Periodic checks of iPads will be made to ensure students have not removed required apps or used all iPad storage with personal content.

b. Additional Software

Students are NOT permitted to add apps to their devices.

c. Inspection

Students may be selected at random to provide their iPad for inspection. Staff can request to review or inspect any student's iPad at any time during the school day.

BCS Technology Handbook

VI. Protecting and Storing Your iPad

a. iPad Identification

Student iPads are labeled to ensure that each student has a unique identification number. This will allow the district to remotely identify and control each iPad. Students must create a password and are required to keep their password private.

b. Storing Your iPad

When students are not using their iPads, they should be stored in their lockers. Storing the iPad in the top section of the locker is the safest area. This includes lunch, recess and while participating in after school clubs, sports, or other activities not requiring an iPad. Nothing should be placed on top of the iPad when stored in a locker. Students are encouraged to take their iPads home each day after school. iPads should not be stored in a parent's vehicle due to temperature changes. If a student needs a secure place to store his or her iPad, they should talk to their teacher.

c. iPads Left in Unsupervised Areas

Under no circumstances should iPads be left unsupervised or stored in an unlocked area. It is the student's responsibility to ensure that his or her device is not lost or stolen. There will be a charge to replace any lost or stolen iPads that cannot be tracked by district personnel.

d. iPads during Fire and Emergency Drills

Students must leave their iPads in the classroom during all emergency and fire drills.

VII. Technical Support

Students who experience trouble with the iPad operating system features, apps, peripheral devices, or the iPad device hardware must follow these procedures to resolve the trouble:

- a. Seek assistance from your teacher, or if allowed, another student.
- b. Check the "iPad Self Help" area on the school's website for frequently asked questions, troubleshooting tips and tricks, and tutorials.
- c. If missing, students should use the Find My iPad tool on the district webpage and in addition, students should inform their teacher immediately.
- d. If technical support from the district IT Department is needed, the student will fill out a technical assistance form that the teacher will submit to the IT Department.
- e. The student will stay in possession of their iPad until someone from the IT Department collects it. A loaner iPad may be given if available.
- f. Students and Parents may also contact Apple's Technical Support Center (<http://www.apple.com/support>), either on the web or by phone. Apple support will know

BCS Technology Handbook

that the device is a district owned device so some support options may not be available as if it were a personal device.

POLICY

Berlin Borough Board of Education

Section: Property

7523. SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO PUPILS

Date Created: October, 2013

Date Edited: October, 2013

7523- SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO PUPILS

The Board of Education may provide technology devices to pupils in the district school district authorized use only. The purpose of this Policy is to establish general guidelines for the issuance and utilization of any school district technology device provided to pupils of this district. For the purposes of this Policy, "technology device" or "device" shall include, but not be limited to, portable devices such as computers, laptops, tablets, cellular telephones, or any other computing or electronic devices the school district provides to pupils to be used as part of their educational program.

A technology device made available to pupils will not be considered a textbook or supply, as defined in N.J.S.A. 18A:34-1, mandatory to a successful completion of the classroom curriculum. Therefore, because a technology device defined in this Policy is not mandatory to a successful completion of a pupil's classroom curriculum, a pupil will not be required to obtain a technology device provided by the school district as defined in this Policy. In the event the school district provides a technology device that is deemed mandatory to a successful completion of the classroom curriculum, the district will provide pupils with such a technology device consistent with its textbook or supply policies. Nothing in this Policy prohibits a pupil from using their personal technology device in accordance with school rules and regulations.

A technology device provided by the school district may include pre-loaded software. A pupil is prevented from downloading additional software onto the technology device or tampering with software installed on the technology device. Only school district authorized staff members may load or download software onto a school district provided technology device.

To receive a school district provided technology device, the parent and pupil must sign a School District Provided Technology Device Form requiring the parent and the pupil to comply with certain provisions. These provisions may include, but are not limited to:

1. A school district provided technology device must be used only by the pupil for school district authorized use;

BCS Technology Handbook

2. A pupil shall comply with the school district's acceptable use of technology policies, which shall be attached to the School District Provided Technology Device Form, in their use of any school district provided technology device;
3. Any school district provided technology device loaned to a pupil must be returned to the school district in the condition it was initially provided to the pupil considering reasonable use and care by the pupil;
4. The parent or pupil shall be responsible to reimburse the school district the cost of any technology device that is lost, damaged beyond reasonable use or beyond its value, abandoned, missing, stolen, or cannot be returned to the district in accordance with the terms of the School District Provided Technology Device Form;
5. The district may require, or offer as an option, depending on the type of technology device provided to the pupil, an insurance policy to be purchased by the parent or pupil that would cover certain losses or damage to a technology device during the time period the pupil has possession of the device. The parent or the pupil shall pay any insurance policy required deductibles in the event of a loss;
6. In the event the school district does not require the purchase of an insurance policy for a technology device or the parent or pupil elects not to purchase optional insurance, the parent and/or pupil shall be responsible for any loss or damage to the technology device in accordance with the terms of the School District Provided Technology Device Form;
7. A pupil will be required to report any hardware or software problems in the operation of the device to the school district staff member, designated on the School District Provided Technology Device Form, within two school days of the commencement of the problem;
8. A pupil must report to the school district staff member designated on the School District Provided Technology Device Form within two school days in the event the technology device has been damaged or is missing;
9. A parent or pupil is required to immediately file a police report in the event it is believed the technology device has been stolen. Within one school day after filing a police report, a parent or pupil shall complete the School District Provided Technology Device Loss Form and submit the completed Loss Form and a copy of the police report to the Principal or designee;
10. A pupil shall be required to provide routine cleaning and care of the device in accordance with school district cleaning and care guidelines;
11. The pupil shall have the technology device in their possession in school as required; and
12. Any other provisions the Superintendent of Schools determines should be included on the School District Provided Technology Device Form.

BCS Technology Handbook

The school district will provide the pupil and parent with written or electronic notification that the technology device provided by the school district may record or collect information on the pupil's activity or the pupil's use of the technology device if the device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the pupil's activity or use of the device. This notification shall also include a statement that the school district shall not use any of the capabilities in a manner that would violate the privacy rights of the pupil or any individual residing with the pupil. The parent shall be required to acknowledge receipt of this notification and the parent acknowledgement shall be retained by the Principal or designee for as long as the pupil retains the use of the school district provided technology device. The parent acknowledgement and a signed School District Provided Technology Device Form shall be required before the issuance of a technology device to a pupil. In accordance with the provisions of P.L. 2013, Chapter 44, a school district failing to provide this notification shall be subject to a fine of \$250 per pupil, per incident. The fine shall be remitted to the New Jersey Department of Education, and shall be deposited in a fund that shall be used to provide laptop or other portable computer equipment to at-risk pupils as defined in N.J.S.A. 18A:7F-45.

Pupils shall comply with all school district policies for the use of a school district provided technology device. A pupil shall be subject to consequences in the event the pupil violates any school district policy, including the district's acceptable use policies; pupil code of conduct; any provision of this Policy; or any provision of the School District Provided Technology Device Form.

N.J.S.A. 18A:34-1

P.L. 2013, Chapter 44 – “The Anti-Big Brother Act”

BCS Technology Handbook

LOAN AGREEMENT

(School District Provided Technology Device From)
Berlin Community School

- ✓ One Apple iPad, protective case, charger, and charger cord are being provided to the student in excellent working order. It is the student's responsibility to care for the equipment and ensure it is retained in a safe environment.
- ✓ It is the student's responsibility to ensure that the district provided iPad protective case is utilized at all times.
- ✓ Students may not alter the iPad, charging equipment, or protective case in any way. For example, students may not write on or place stickers on any of the Berlin Borough School District equipment.
- ✓ The iPad, protective case, and charger are the property of Berlin Borough School District and are lent to the student for educational purposes only for the academic school year. The student may not deface or destroy this property in any way. Inappropriate use of the iPad may result in the student losing his or her right to use the iPad. The equipment must be returned when requested by the Berlin Borough School District, or if the student withdraws from Berlin Community School prior to the end of the school year.
- ✓ The iPad may be used by the student only for non-commercial purposes, in accordance with the district's policies, rules, and the district's Acceptable Use Policy, as well as, local, state, and federal statutes.
- ✓ One user with specific privileges and capabilities has been set up on the iPad for the exclusive use of the student to which the device has been assigned. The student may not change or allow others to change the privileges and capabilities of the user's account.
- ✓ The student may not make any attempt to add, delete access, or modify other users' accounts on the iPad or on any school owned computer.
- ✓ The iPad has identification on it indicating that it is the property of the Berlin Borough School District. That identification should not be altered, removed, or modified in any way.
- ✓ The student acknowledges and agrees that the student's use of the iPad is a privilege and that by the student's agreement to the terms hereof, the student acknowledges the student's responsibility to protect and safeguard the iPad and to return it in the same excellent condition that it was received.

BCS Technology Handbook

- ✓ In the event that the iPad is damaged, the parent/guardian is responsible for the \$49.95 cost to repair the iPad. The child will be provided a loaner iPad, based on availability, while the iPad is being repaired. The iPad can be replaced due to accidental damage 2 times in the first 3 years. After 2 replacements, the parent will be responsible to purchase a new iPad.
- ✓ In the event the iPad charger is lost or stolen, the parent is responsible for the \$29.00 cost to replace the charger. The cord can be replaced for \$19.00. The protective case can be replaced for \$49.95.
- ✓ In the event that the iPad is lost or stolen, the parent is responsible for the \$549.00 cost of replacing the iPad. The district as well as the student has the ability to track the location of each iPad using <http://iforgot.apple.com>. The district can remotely control access to each device as well therefore in the event of theft or loss, it is very important to notify a school administrator immediately. Every effort will be made to locate the device and to cooperate with authorities in tracking a stolen device. The student will be provided a loaner iPad, based on availability, until another device can be purchased, but the iPad will have to remain in school.

Parent/Guardian Responsibilities

Your child has been issued an iPad to improve and personalize his or her education. It is essential that the following guidelines be followed to ensure the safe, secure, and ethical use of the iPad. Therefore I agree to:

- ✓ supervise my child's use of the iPad at home.
- ✓ discuss my family's expectations regarding the use of the Internet at home.
- ✓ supervise my child's use of the Internet.
- ✓ not attempt to repair the iPad or clean it with anything other than a soft, dry cloth. Do not use window cleaner or any other liquid cleaner to clean the iPad.
- ✓ report, to the school, any problems with the iPad.
- ✓ not allow my child to leave the iPad in a vehicle for extended periods of time.
- ✓ ensure my child recharges the battery each night.
- ✓ ensure my child brings his or her iPad to school each day.
- ✓ ensure my child uses the district provided protective case for the iPad.
- ✓ return the iPad to school when requested or upon my child's withdraw from the Berlin Community School.
- ✓ reimburse the Berlin Borough School District for the cost of repair or replacement of a lost or stolen iPad.

BCS Technology Handbook

Student Responsibilities

Your iPad is an important learning tool and is to be used for educational purposes only. In order to take your iPad home each day, you must be willing to accept the following responsibilities.

Therefore I agree to:

- ✓ abide by all local, state, and federal laws as well as School District policy, the student code conduct and the acceptable use policy.
- ✓ treat the iPad with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- ✓ not write, draw, place stickers or labels on the iPad.
- ✓ not lend the iPad to anyone, not even my friends or siblings.
- ✓ not download any apps or software on to the iPad.
- ✓ not remove programs or files from my iPad without permission.
- ✓ honor my family's values when using the iPad.
- ✓ not give personal information when using my iPad.
- ✓ bring my iPad to school every day.
- ✓ use email or any other computer communication for appropriate, legitimate, and responsible communication.
- ✓ keep all accounts and passwords assigned to me secure, and not share these with any other person.
- ✓ not attempt to repair or alter the iPad in any way.
- ✓ not leave my iPad in a vehicle for an extended period of time.
- ✓ recharge the iPad every night.
- ✓ return the iPad when requested or upon my withdrawal from Berlin Community School.
- ✓ provide the iPad as requested by any Berlin Community School staff member to be inspected at any time.
- ✓ keep the iPad in the district provided protective case at all times.
- ✓ carry the iPad bag responsibility at all times.
- ✓ not take photographs or video of other people without a teacher's permission.
- ✓ Only utilize the BCS issued Gmail account. No other email accounts should be used on the iPad.

BCS Technology Handbook

We (parent/guardian and student) acknowledge that we have read, reviewed, and agree to the terms explained in the Berlin Community School Technology Handbook and BOE Policy in regards to district provided Gmail, technology devices, and the loan agreement:

Student Name: _____ Homeroom: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____