



# PRIOR LAKE-SAVAGE

## AREA SCHOOLS

### PLSAS iPad Initiative

The changing landscape of the world's information to digital form will require today's student to have a different set of skills than what was required just a decade ago. Future graduates must be equipped with not just the "three R's", but also with 21st century skills of communication, critical thinking, collaboration and creativity. Students will need to be able to quickly find, synthesize and communicate information and collaborate with colleagues--not just in their own office, but within a global community of colleagues and customers.

Prior Lake-Savage Area Schools want to ensure students develop the skills and knowledge necessary to responsibly navigate this emerging modern world. Therefore, Prior Lake-Savage Area Schools has implemented a 1:1 (student to computing device) program for grades 8-12 using the Apple iPad Mini to create a seamless and dynamic educational experience for students. The goals of the 1:1 program are:

- Enhance and accelerate learning
- Leverage technology for individualizing instruction
- Promote collaboration, increasing student engagement
- Strengthen the 21st century skills necessary for future student success

The technology also increases access to digital curriculum, in place of traditional print textbooks and classroom equipment such as graphing calculators. The opportunity to use 1:1 devices gives students access to anywhere, anytime learning – in classrooms, in schoolyards, at a cyber cafe and at home.

### Apps & Downloads

School owned iPads may not be synced to any other computer. Students in the 1:1 program will receive their iPad prior to the first day of school. Students will use an Apple ID to obtain applications (apps). Each student will be required to enroll in the district Volume Purchasing Program. This allows the district to push apps to student's devices that are relevant to the curriculum and their education. The iPad will be loaded with apps relevant to the curriculum at no cost to families. All apps purchased by the district are the property of Prior Lake-Savage Area Schools. Students will be responsible for updating apps throughout the school year. Students and families may install apps as needed for the purpose of customizing their learning experience, but are limited to ten (10) apps for personal use. However, apps that are required for classroom work will take precedent over personal apps. Therefore, students may be asked to delete personal apps to ensure classroom apps work properly.

Students are limited to two (2GB) of space for photos/videos/music, and are expected to utilize Google Drive for storage of these mediums throughout the school year.

All iPads are the property of Prior Lake-Savage Area Schools and as a result may be seized and reviewed at any time. **The student should have NO expectation of privacy or materials found on the iPad.**

### iPad Security for Students

Never leave an iPad unattended. When not in your personal possession, the iPad should be in a secure, locked environment. Unattended iPads will be collected and stored in the school's main office.

Do not lend your iPad to another person. Each iPad is assigned to an individual and the responsibility for the care of the iPad solely rests with that individual.

Each iPad has a unique identification number and at no time should the numbers or labels be modified or removed.

Students should add a passcode to their iPad to help secure their personal information on the iPad.

Students are encouraged to use the Find My iPad App through the iCloud as an added measure of security.

### District Policies About Technology

Access to the technology in the Prior Lake-Savage Area School District has been established for educational purposes. The use of the Prior Lake-Savage Area School District's electronic technologies is a valued resource to our community. All electronic technologies must be used in support of the educational program of the District. This access may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies. Improper use may also lead to restrictions placed on the iPad device itself

Failure to comply with the District's Bullying Prohibition Policy (#514), Electronic Technologies Acceptable Use Policy (#524), the Website and Intranet Policy (#525), the Student use of Cellular Phones, Digital Image Devices and Other Personal Electronic Devices Policy (#526) or the guidelines stated in this document for care and use of the iPad may result in the loss of privilege to take the iPad home or use the iPad in general.

# Student's Care and Maintenance of the iPad

## iPad Care

Carefully transport your iPad to school every day. Avoid placing weight on the iPad. Never throw or slide an iPad. Never expose an iPad to long-term temperature extremes or direct sunlight. An automobile is not a good place to store an iPad.

## iPad Screen

The iPad is an electronic device; handle it with care. Never throw a book bag that contains an iPad. Never place an iPad in a book bag that contains food, liquids, heavy, or sharp objects. While the iPad is scratch resistant, it is not scratch proof. Avoid using any sharp object(s) on the iPad. The iPad screen is glass and is vulnerable to cracking. Never place heavy objects on top of the iPad and never drop your iPad. Careful placement in your backpack is important.

Although there is a protective case on the iPad, water and other liquids should not come in contact with the iPad. 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.

## iPad Cameras & Microphone

The iPad comes equipped with audio and video recording capabilities through a built-in microphone and front and rear facing cameras. All electronic recordings created with the device must comply with District policies and State and Federal laws. District policy prohibits the use of electronic recording devices in a manner that compromises the privacy interests of other individuals (District Policy #526). District policy also prohibit harassment and bullying (District Policy #514). Users of the iPad device are required to use the device in a manner that complies with these and other District policies. Use of the iPad in a manner that violates District policy may result in revocation of the device and may result in further disciplinary consequence.

## iPad Case

Your iPad comes with a school issued case. The purpose of the case is to protect the iPad especially while the iPad is being transported. The iPad must remain in the school issued protective case at all times. **If the case is removed any repair costs to the iPad will be the sole responsibility of the student.** The case we have chosen is the Otterbox Defender which has a hard shell in addition to the protective case. All parts need to be in use to effectively protect the iPad.

## iPad Battery

The iPad should be charged, using the provided wall charger, and brought to school ready to use each day. It is the student's responsibility to charge the iPad to 60% or greater at home and ensure it is ready for use in school each day. Failure to do so may result in the student's inability to participate in classroom learning activities.

## Lost, Stolen, Damaged iPads

If the iPad is lost, it must be reported to the Media Center Staff as soon as possible. It may be the responsibility of the student and family to recover or replace the lost iPad. If necessary, the District and the police will assist in recovery. If your iPad fails to work or is damaged, report the problem to the School Media Center as soon as possible. Do not attempt to gain access to the internal electronics or repair your iPad. iPad repair/replacement options will be determined by the School Media Center staff. You may be issued a temporary iPad or other materials until your iPad is working properly or replaced. If the iPad is experiencing technical difficulties outside of school hours, you will need to wait until you return to school to fix it.

Damage that renders the iPad unusable will be completed during the school year. Replacement fees will be assessed for lost or damaged items. **In addition, any damage that is deemed to be the result of negligence or abuse will be the responsibility of the student.** Repair and replacement costs will reflect current pricing of the item.

Students who leave the Prior Lake-Savage Area Schools must return the iPad and charger to the media center or school prior to leaving.

# Parent's Guide

## Common Sense Media Agreements for Parents and Teens

The Common Sense Family Media Agreements are checklists that parents can use to guide conversations with their kids about media use. They are designed to help parents establish guidelines and expectations around media use and behavior that are right for their family. Some families are comfortable using them as signed agreements. Others prefer to use them simply as checklists to guide conversations. Either way, they are a great way to help parents and kids get on the same page about media and technology use.

Family Media Agreements <http://goo.gl/64M4yq>

Device contract <http://goo.gl/uaW7E6>

## Cyber Safety

Cyber safety is an important parent-child discussion to revisit frequently, from elementary school through high school. Experts warn that children are most vulnerable to online dangers while in their own home. The following suggestions are drawn from a wide variety of professional sources that may aid you in effectively guiding your child's use of the iPad and other technology devices.

In accordance with the District's Electronic Technologies Acceptable Use Policy (#524), outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the District's educational technologies, including school-issued email accounts and the Internet if the student is accessing the District's electronic technologies from home or through other remote location(s).

## Digital Citizenship

Kids and teens today are using the immense power of digital media to explore, connect, create, and learn in ways never before imagined. With this power, young people have extraordinary opportunities, and yet they face potential pitfalls, too. Meanwhile, schools are dealing with the associated ramifications — like cyberbullying, digital cheating, and safety and security concerns. These issues underscore the need for students to learn digital literacy and citizenship skills. Prior Lake-Savage Area Schools will be using Common Sense Media Digital Literacy and Citizenship Curriculum to empower students to think critically, behave safely, and participate responsibly in our digital world. These 21st-century skills are essential for students to harness the full potential of technology for learning. For more information on the Digital Citizenship course visit <http://goo.gl/xpA552>.

## More helpful websites with Internet Safety tips:

Common Sense Media: [www.CommonSenseMedia.org](http://www.CommonSenseMedia.org)  
Net Cetera: Chatting with Kids About Being Online (FTC) guide  
<http://www.onguardonline.gov/pdf/tec04.pdf>

## Filter Access

Filtering software is not built in to the iPad. While many potential dangers are filtered and blocked on the school's wireless network so students can't access them, children often have complete, unrestricted access to inappropriate sites at home. Experts strongly suggest installing software to filter and block inappropriate content on your wireless home network. Some possible filters to consider include OpenDNS (free version available), SafeEyes, and NetNanny. Some of these products offer additional protection features such as cell phone filtering, text message and photo screening tools, and digital footprint/ reputation monitoring. Read more about filter options here: <http://goo.gl/ORsvv>

## Set Expectations

Regularly share your expectations with your child about accessing only appropriate sites and content, as well as being a good person when online (even when parents aren't watching). Outside of school, it is likely that your child has already been confronted with multiple opportunities to access content that parents wouldn't approve, such as pornography, hate sites, celebrity gossip, reality TV personal blogs and more, all of which may influence your teen's beliefs, values and behavior. Understand that your teen's use of many technologies (such as iPods, video game systems, and cell phones) likely gives your teen the ability to connect to unfiltered public wireless networks (such as in a library or coffee shop, by picking up a neighbor's wireless signal, or connecting to the Internet through a cell service). Therefore, it is important to maintain regular, open dialog about Internet use and access. Discuss your expectation for appropriate use and behavior.

## Monitor & Limit Screen Time

Experts suggest having teens surf the Internet in a central place at home, such as the kitchen or family room, rather than away from adult supervision or behind a closed door. Know what your child is doing with technology and how his or her time is being spent. Technology can be a great tool and resource, but also has the potential to be a big distractor. Help your child learn to focus on completing tasks or assignments first before spending time on games, shopping and social networking. Teaching today's children how to manage multiple sources of information and potential distractions is a critical life skill, one best learned before heading off to college or the workplace.

## Put the iPad to bed, but not in the bedroom

Parenting experts suggest parking all technology devices, from cell phones to iPads, in a common family room overnight to discourage late night, unmonitored use and sleep disruption. Don't allow your teen to sleep with the iPad, laptop or cell phone. Remember to model appropriate use and balance of technology in your own life, too!

**Don't allow your teen to sleep with an iPad, computer or cell phone.**

# Questions and Answers

## Does the District offer an iPad insurance program?

No. The district does not offer an insurance program. The provided protective case has been shown to effectively withstand the daily use and accidental drop of the iPad. Any damages to the iPad sustained while in the protective case will be covered by the school district. See the section on iPad case for further details. Families may choose to purchase personal device insurance through a third party vendor.

## What is the cost to families for the iPad Program?

Just as there is no cost to students for textbooks unless lost or damaged, there is no cost to students for the iPad unless lost or intentionally damaged. Multiple instances of damage to the iPad may lead to additional costs and will be evaluated case-by-case.

## May I bring my own iPad to school?

Students will be using iPads provided by the District, which provides app licensing and the instructional materials loaded on the devices for classroom learning.

Students may bring their own device to school. A non-school issued iOS device will need to be enrolled in district management in order to receive school issued apps. Any non-iOS device or choosing not enroll in the app management will affect the student's ability to access apps and could lead to alternative learning pathways.

## What happens with my iPad in the summer?

Students have the option to keep the iPad for the summer. Parents will need to sign an agreement before the end of the school year to allow the student to take it home for the summer. All other iPads will be collected and stored until the next school year.

## Will I use my iPad in all my classes?

Prior Lake-Savage Area teachers have the discretion of allowing or not allowing the use of electronic devices during instructional time. Please respect and follow each of your teachers' instructions. If teachers permit use of electronic devices, users must adhere to District technology policies, be for educational purposes only, and not be a distraction or disruption to learning.

## Will the wireless network handle all of the iPads?

Yes. The wireless network upgrade has been completed to increase speed and capacity. All students can access the District's wireless network to use portable computing devices. The wireless network has the same filters the student computer network has and all District Acceptable Use policies apply to use of the wireless network.

## How is the iPad initiative being funded?

At this time, the iPad initiative is being funded through the district operating budget.

## Do we have to participate in this initiative?

As a district, it has been determined that this program will benefit students in their progress towards career and college readiness. As a family, you may choose to opt out of all or portions of this program.

- Follow this link to access the [opt out letter](#).

Here are some additional things to review:

- ◇ Anything you do or post online creates a digital record, often called a "Cyber Footprint." Nothing online is totally private, even if it is intended to be. Once digitized, it can be saved, sent and reposted.
- ◇ A good rule of thumb: If you don't want a parent, teacher, principal, future employer or college admissions office to know something, don't post it online.
- ◇ "Friends" aren't always who they say they are; undercover police and pedophiles pretend to be kids online. Encourage your teen to only be friends online with friends they know in person. Never give access to personal information, such as a Facebook profile, to people met online.
- ◇ Never post personally identifiable information online. This includes: full name, address, phone number, email, where you are meeting friends or where you hang out. Discuss with your teen how easy it is for someone to find you based on what you post online.
- ◇ Regularly check your privacy settings on all commonly used sites and networks. Ignoring privacy settings on sites like Facebook means your photos, contact information, interests, and possibly even cell phone GPS location could be shared with more than a half-billion people.
- ◇ Cyber bullying (threatening or harassing another individual through technology) is a growing concern. It takes many forms, such as forwarding a private email, photo, or text message for others to see, starting a rumor, or sending a threatening or ag-

**Please visit our website for more information regarding the iPad Initiative**  
[www.priorlake-savage.k12.mn.us](http://www.priorlake-savage.k12.mn.us)