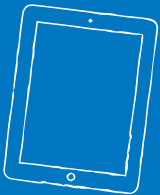# AN IPAD FOR EVERY SPPS STUDENT: WHAT YOU NEED TO KNOW

A HANDBOOK FOR STUDENTS AND FAMILIES

CONTENTS

INTRODUCTION

We are excited to provide an iPad for every Saint Paul Public Schools (SPPS) student. We believe having their own iPads helps our students learn in new and exciting ways. At the same time, students sharpen the technology skills that are now essential in nearly every aspect of life.

Your student's iPad opens a new world of learning possibilities.

It also gives your student -- and you -- important new responsibilities.

In the pages that follow, we introduce you to your student's iPad, explain how to care for it, answer some questions you and your student may have, and list the most important rules for using it safely.

RECEIVING THE IPAD

The iPads are the property of Saint Paul Public Schools. iPads are handed out to students at the beginning of the school year as a loan for use throughout the year. Parents sign a student technology use agreement as part of the annual online back-to-school forms found in SPPS iUpdate. Secondary students must have this agreement signed by September 30 in order to continue taking their iPads home.

RETURNING THE IPAD

Students who graduate early, withdraw, or unenroll from Saint Paul Public Schools for any other reason must return the district iPad, case, power adapter, and cable in working condition on or before the date of withdrawal.

OPTING OUT

Parents/guardians have the right to ask that their child does not use an iPad or other technology resources provided by Saint Paul Public Schools. You should be aware that the decision to limit or eliminate access to technology resources will significantly affect your child's ability to work collaboratively on projects and assignments, and will hamper the development of skills necessary to live and work in an increasingly digital world. For information on how to restrict technology use by your child, please contact your child's school or visit spps.org/domain/12767 online.

WHAT IS PERSONALIZED LEARNING?

Personalized learning is a process of discovering how each student learns best. Some students need to hear a lesson more than once. Others need to see the lesson. One student may be ready for an advanced lesson while another in the same grade needs to practice the basics. A lesson that features a student's race, culture or language can make learning more meaningful.

WHY PROVIDE AN IPAD FOR EVERY STUDENT?

An iPad is a powerful technology device. When each student has an iPad just for his or her own use, the device can be personalized to meet individual interests and learning styles.

iPads include a camera, wireless internet, a word processor, and access to all sorts of easy-to-use software applications (known as "apps"). iPads also come with built-in features that make learning easy and enjoyable for everyone.

Internet access at home is not required. Everything a student needs to use an iPad after school can be downloaded during the school day. iPads are easy to carry and their batteries last a long time, so learning can take place anywhere.

IPAD BASICS

The iPad is a small computer with a glass screen. iPads are useful and sturdy -- when cared for properly. We have a lot to tell you about using and taking care of the iPad. Please read the pages that follow and be sure to contact your school with any questions you might have.

WHAT MAKES AN IPAD GO?

The iPad runs on an internal battery that can be recharged. Use only the Apple wall charger provided with your iPad to charge the device. Students who have iPad take home privileges are responsible for taking care of their chargers and cords. They must return them along with the iPad at the end of the year or when they leave the school district.

DOES THE IPAD COME WITH A CASE?

Yes. Your iPad comes with a case designed to protect the device during normal daily use. Please keep the iPad in the district-issued case at all times. Don't remove any district-provided stickers or labels on your iPad or its case. Also, don't add any writing, drawings, labels, stickers, or other artwork to your iPad or its case.

Students in grades 6-12 receive a case that includes a keyboard. This keyboard can be detached to make taking pictures easier. Students should always keep the keyboard and iPad together, especially when storing it in a backpack.

When the iPad is not being used, keep the case closed to preserve battery life and protect the screen.

HOW DO I CARE FOR THE SCREEN?
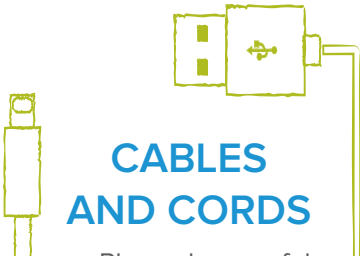
Be gentle with your iPad, and especially the screen. Do not:

- lean on the screen.
- stack books or other heavy objects on top of the iPad.
- hit the iPad against walls, doors, people, or other objects.
- place liquids in a book bag or backpack containing an iPad.
- use sharp objects on the screen -- it will scratch.
- use pens or pencils on the screen.
- place anything in the iPad case except the iPad.

CABLES AND CORDS

- Please be careful when you plug a cable or cord into your iPad. This will prevent damage to the device.

- Don't force a cable or plug into an iPad.

- Use only the district-provided Apple power adapter to charge the iPad.

- Label your cable and power adapter with tape that can be easily removed.

- Do not write on or make any permanent marks on the cables or power adapter.

To protect the screen while you are moving through the halls at school, carry the iPad in front of your body and avoid bumping into other students.

To clean the screen use a soft, lint-free cloth -- like a clean, dry dish towel -- to wipe off the iPad. Never use window cleaners, household chemicals or cleaners, ammonia, alcohol or alcohol-based products, or other abrasives to clean your iPad. They could remove the special coating and/or scratch the screen. Also, do not use compressed air to clean ports (the little openings on the edges of the iPad where cords are plugged in).

IPAD BASICS

WHAT DO I DO WITH THE IPAD WHEN I'M NOT USING IT?

Students in grades PreK-5 will store iPads in their classroom carts. For students in grades 6-12, iPads should be stored in a locked locker at school wh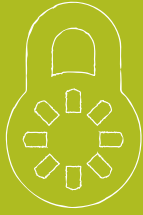en not in use. Do not place anything on top of the iPad when it is stored in the locker. If your locker's lock is broken, report it immediately to the main office at school.

Students who are allowed to take their iPads home (generally students in grades 6-12) must take the iPad home with them after school every day.

Any electronic device (iPads, cell phones, etc.) can be a distraction and disrupt the sleep cycle if used right before bedtime. To discourage late-night, unmonitored use of the iPad, experts suggest that families store it and other electronic devices in a common room of the home. Identify a central location in your home where students should store and/or charge their device.

HOW DO I TRANSPORT THE IPAD WHEN THE WEATHER IS BAD?

Protect your iPad from the weather. Avoid exposing your iPad to extreme temperatures by keeping it in its case at all times. Always carry it in a backpack or book bag when outside, with the keyboard attached and closed. Also:

- Do not leave your iPad in heat above 95 F.
- Do not leave your iPad in cold temperatures below 32 F.
- Keep the iPad away from water and extreme humidity.

KEEPING YOUR IPAD SAFE

An iPad is a valuable device and could be the target of theft. To make sure this doesn't happen:

- NEVER LEAVE THE IPAD UNATTENDED.
- Do not leave or store the iPad in a vehicle.
- Do not lend the iPad to another person. You are solely responsible for the care and security of your iPad.
- Do not use the iPad or allow it to be visible when waiting at a bus stop or train station; riding public transportation, such as a Metro Transit bus or light rail train; or when walking in the community.
- Carry the iPad to and from school in a school bag or backpack so that it is not visible.
- A passcode will be required to prevent unauthorized access to your personal information on the iPad. Do not share your passcode with anyone else.
- Each iPad has a unique identification number and district property control tag. Do not remove the tags or modify the numbers.

IS THE IPAD SAFE AT SCHOOL?

To prevent theft, never leave an iPad in an unsupervised area at school. Unsupervised areas include unlocked classrooms, locker rooms, computer labs, the library/media center, lunchroom, restrooms, hallways, or anywhere on the school grounds, including athletic fields and playgrounds.

Don't leave an iPad on the floor or ground, even if it is in a bag or backpack. It could be stepped on and damaged.

Students in grades 6-12: if you don't need your iPad for a class, or if your teacher has told you not to bring the iPad to class, store it in your locked locker. Do not leave the iPad in an unattended bag or backpack. Anytime your iPad is away from you and not at home or in a locked locker, it is at risk of being stolen.

IS THE INFORMATION ON MY IPAD SAFE?

Digital identifications, which include Apple IDs, email addresses, and the usernames and passwords for online systems and accounts, are for the student's use only and should remain confidential. Add a passcode to your iPad to prevent unauthorized access to your device and data. Never share your username and password with others and do not use another person's username and password.

USING THE IPAD AT SCHOOL

Your assigned iPad is intended for school use and must be brought to school every day with a fully charged battery. Students must bring their iPad to all classes, unless a teacher specifically instructs them not to do so. Students are responsible for completing all course work, even if they leave their assigned iPad at home.

IS THE BATTERY FULL?

Students who take iPads home must bring the device to school every day with a fully charged battery. If you don't charge the battery, you may not be able to participate in classroom learning activities.

HOW WILL I SAVE THE WORK I DO ON MY IPAD?

Students in Saint Paul use online learning management and workflow systems to save and submit work. Secondary students use Schoology, and elementary students use Seesaw. A learning management system (LMS) is an online tool that helps teachers, students and families organize and share information about instruction and learning. This system will help us use our iPads more efficiently and effectively.

For all other documents, we recommend that you email documents to yourself or upload the files to SPPS Apps/Google Drive for storage. Storage space will be available on the iPad, but it will NOT be backed up. It is your responsibility to ensure that work is not lost if your iPad breaks or if you accidentally delete something. iPad malfunctions are not an acceptable excuse for not submitting work.

CAN I PRINT FROM THE IPAD?

While it is possible to print from an iPad, students are encouraged to use SPPS Apps/Google Drive to share documents and files with their teachers whenever possible. This supports college/career readiness for students and will help schools save paper.

WHAT IF THE IPAD IS BEING REPAIRED?

Students will receive a replacement iPad when their assigned device is being repaired. If there is a delay in assigning a replacement device, the teacher will allow the student to complete required coursework without an iPad.

I HAVE MY OWN DEVICE. DO I HAVE TO USE THE SCHOOL'S IPAD?

Yes. Students are required to use a school-issued iPad because of the instructional materials that will be loaded on the devices for classroom learning.

IPADS AND FIELD TRIPS

Students may bring SPPS iPads with them on field trips in the Metro area, with a teacher's permission. Students are restricted from bringing iPads on longer trips unless special permission has been granted. In such cases, students are responsible for the security and safe return of their devices.

USING THE IPAD AT HOME

Students in grades 6-12 will be able to bring their iPads home for learning purposes. All use of the district-owned devices must comply with the Guidelines for Acceptable Use of Technology by Students. The Guidelines are available at: spps.org/pl/families

Students can connect to wireless networks using their district iPad, but all use must comply with district policies.

APPS ON THE IPAD

WHAT APPS CAN I PUT ON MY IPAD?

All installed apps must follow the Guidelines for Acceptable Use of Technology by Students, as well as other district policies. Students are able to install apps from the custom SPPS App Store by using the Self Service app on the iPad. Students are not allowed to download and install apps from other websites or app stores. Saint Paul Public Schools reserves the right to remove an inappropriate app and/or student apps that may be using valuable space needed for educational activities.

Students who download apps from sources other than the SPPS App Store will receive behavior consequences in accordance with the Rights and Responsibilities Student Behavior Handbook.

THE SPPS APP STORE: HOW ARE APPS SELECTED FOR STUDENT USE?

SPPS has provided access to hundreds of apps through our custom app store, Self Service. Approved apps:

- Provide a rich, engaging learning experience.
- Are appropriate for a PreK-12 school environment.
- Have controls and navigation that are user-friendly.
- Have limited advertising
- Are supportive of SPPS racial equity practices.
- Have data privacy policies that restrict the use of student information.

A list of District approved apps and websites and their data privacy policies are posted online at spps.org/personalizedlearning. For questions about these apps and websites contact the Office of Teaching and Learning otl@spps.org.

APPS ON THE IPAD

SOFTWARE AND OPERATING SYSTEM UPDATES

Occasionally, apps and the operating system require updates to keep the iPad and apps functioning properly and securely. Students are expected to follow district directions on installing any app and operating system updates.

IPAD CONTENT IS NOT PRIVATE

iPads are district property. SPPS staff members can access the internet history, photos, and other information on the iPad at any time. Students are required to unlock the iPad upon request of district staff. If you don't unlock the iPad when asked, you may receive behavior consequences in accordance with the Rights and Responsibilities Student Behavior Handbook.

UNAUTHORIZED MODIFICATIONS TO THE OPERATING SYSTEM; HACKED IPADS

All SPPS iPads are scanned remotely on a regular basis to ensure that security settings have not been changed or deleted. If a student has accessed the internal parts of the iPad, installed an app that changes device settings, or manually changed the settings, they will be assigned behavior consequences in accordance with this document and the Rights and Responsibilities Student Behavior Handbook.
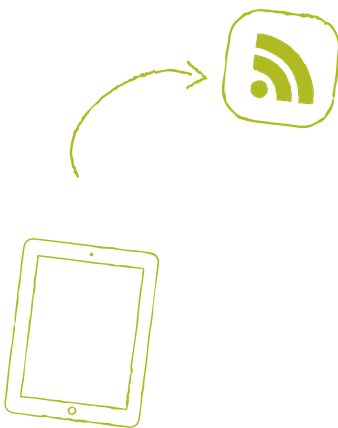
PICTURES, CONTENT AND DATA

CAMERAS AND MICROPHONES

The iPad has cameras on the front and back and a built-in microphone, so students can take pictures and record audio and video. All recordings and pictures created with the iPad are subject to SPPS policies as well as state and federal laws. Only take photographs or record audio or video during the school day if a teacher or administrator tells you to do it for schoolwork. Never photograph, record video, or create an audio recording of another person without that person's knowledge or permission.

- Use of electronic devices and cameras are strictly prohibited in locker rooms and bathrooms.
- Do not use the camera to take inappropriate or sexually explicit photos or videos.
- Do not use the camera to take pictures or share the personal information of yourself or another individual.
- Do not use the camera or microphones to embarrass, bully, or harass anyone in any way, including students, staff or other individuals.
- Do not email, post to the internet, or electronically send images, video, or audio recordings of other individuals without their written permission.

SOUND, MUSIC AND GAMES

The sound on your iPad must be muted at all times unless your teacher tells you it is okay to turn the sound on for a class activity. Your teacher might also give you permission to use earbuds or earphones. If this happens, be sure the volume is low enough that the iPad cannot be heard by anyone nearby.

EXPECTATIONS FOR USING THE IPAD

iPads can be a wonderful educational tool. SPPS is proud to be able to provide each student an iPad for use at school. Responsibilities come with the privilege of iPad use, and some uses are not allowed.

FOR STUDENTS - RESPONSIBLE USES

Students may use district technology resources to create files and projects for school-related work, research, and college and career planning.

Students will:

- Follow all district and classroom policies, procedures and guidelines when using technology.
- Keep usernames and passwords private.
- Treat others with respect and use appropriate language in all electronic interactions with others.
- Immediately tell a teacher or other adult staff member if they receive an electronic comment or communication that makes them feel uncomfortable, or if they accidentally access inappropriate materials, pictures, video, or websites.
- Respect the work and intellectual property rights of others, and will not intentionally copy, damage, or delete another user's work. Students will properly cite their sources when they use someone's information, pictures, media, or other work in their own projects and assignments.
- Respect the privacy of others. Students will limit all in-school photography, video and audio recording to educational use.

FOR PARENTS AND GUARDIANS

In accordance with the SPPS Acceptable Use of Technology Agreement for students, parents and guardians are responsible for monitoring their child's use of the Internet and access to district technology resources including the iPad, district-issued email account, online learning spaces, collaboration tools, and educational resources. Parents and guardians need to set clear expectations on appropriate use of electronic devices and limit access to the device in non-school hours. If your child is not following your rules, you have the right to limit access to the device while at home. The information included below is meant to assist you in setting expectations and monitoring your child's use of the device.

UNACCEPTABLE BEHAVIOR AND USES

Students may not use district technology resources to:

- Find, create, or send information to spread lies or misinformation; or harass, harm, or bully others.
- Gain unauthorized or inappropriate access to district technology resources.
- Use, retrieve, store, or send improper language, pictures, or other digital content.
- Cheat, including getting or giving answers to tests; searching for and/or copying answers or information on the internet or other electronic resources; copying and submitting someone else's information or assignment as their own; or conducting other similar forms of electronic cheating.
- Violate copyright or licensing agreements.
- Access inappropriate or blocked resources in any manner while on district property during school hours.
- Share or post any personally-identifiable information about themselves or others that could help someone locate or contact them. This includes such things as e-mail address, full name, home or school address, phone number, parent or guardian names, or school name.
- Modify the operating system, add restrictions, remove security profiles, or vandalize district technology resources.
- Install any apps other than those authorized by Saint Paul Public Schools

EXPECTATIONS FOR USING THE IPAD

FOR PARENTS AND GUARDIANS

SET EXPECTATIONS
Set and communicate clear expectations for your child's use of the iPad. The Common Sense Media Family Agreement provides an age-appropriate checklist that can be used to guide conversations with your child about responsible use of media and technology. This is available at http://goo.gl/Q9Ysbu.

MONITOR AND LIMIT SCREEN TIME
The iPad is a great tool for learning, but it also has the potential to be a distraction. Adult supervision and clear expectations for appropriate use are critical.

- Have your child use the device in a central location in your home, such as the kitchen or living room, so that you can easily monitor and supervise their use.

- Set expectations that your child is to complete assignments and tasks before they use the device to access the internet, play games, or listen to music.

MANAGE ACCESS
When the device is at school on the district network, Internet access is managed with industry standard content filtering tools in as required by the Children's Internet Protection Act (CIPA), that limit access to undesirable content. While content filtering software cannot guarantee all undesirable content is blocked, teachers and staff make every effort to monitor online activity during school hours.

SPPS has implemented new internet filtering software called iBoss, which blocks inappropriate content from SPPS iPads even when they are on non-SPPS networks, such as a home or public WiFi network. This limits student access to inappropriate content and social media websites like Facebook, Snapchat or Instagram. All traffic to and from an SPPS device is subject to monitoring and logging, but iBoss does not affect other devices on a home or public network. Parents should continue to monitor these devices.

MONITOR STUDENT PROGRESS
SPPS encourages parents and guardians to use the iPad to monitor their child's academic progress and communicate electronically with their child's teacher(s). Ask your students to show you what they have learned and created with the iPad, and discuss how they use the device in school.

Infinite Campus Mobile App and Schoology App are available to parents for monitoring student assignments and grades. Please check with your child's school for more information about using them.

Email Communications
Parents may also use the Safari browser app to log in to their personal email account to send emails to their child's teacher(s). Parents and guardians should not add a personal email account to the iPad's built-in Mail app because personal emails may be visible to anyone who accesses the device.

DAMAGED, LOST OR STOLEN IPADS AND ACCESSORIES

APPLECARE+

If you have questions about using your iPad, connecting to wireless networks, or about using Apple-branded apps like Keynote, Numbers, or Pages, contact the AppleCare phone number located on the name card on the back of your iPad. AppleCare support is available Monday - Friday 6 a.m.- 8 p.m. and 8 a.m.-8 p.m. on Saturday/Sunday.

DAMAGED DEVICES AND TECHNICAL PROBLEMS

Do not attempt to gain access to internal electronics or repair your iPad. If the iPad fails to work or is damaged, contact your teacher or school staff to report the problem to the Service Desk as soon as possible. iPad repair/replacement options will be determined by the Service Desk staff. If the iPad is experiencing technical difficulties outside of school hours, you will need to wait until you return to school to report it.

LOST OR STOLEN IPADS AND ACCESSORIES

If the iPad is lost or stolen, report it to the main office of your school as soon as possible. School staff will assist you with submitting a report to the Service Desk.

Students who graduate early, withdraw, are expelled, or who terminate enrollment in Saint Paul Public Schools for any reason must return the district iPad, case, keyboard (if grades 6-12), power adapter, and cable in working condition to the main office of their school on or before the date of withdrawal. Failure to return district property or pay for lost, stolen, or damaged equipment may result in legal action per 506.02 Compensation for Lost and Damaged School Property.

If the iPad, case, charger, and/or cord are lost, students and families may be requested to contribute to the replacement cost

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR INVOLVING IPADS

The SPPS Student Rights and Responsibilities Handbook provides guidelines for interventions and consequences when students behave inappropriately. These guidelines also apply to incidents involving iPads.

All students have the opportunity to use an iPad in support of personalized learning during school hours. Students may have the privilege to take an iPad home, depending on their age and learning needs. Students who use their iPads in ways that are counter to SPPS guidelines will have their iPad privileges restricted and may face other consequences relevant to the situation, including additional instruction in appropriate iPad use.

According to the Student Rights and Responsibilities Handbook, the unacceptable use of the district technology resources, including e-mail and the Internet, may result in one or more of the following consequences: suspension or cancellation of take home privileges, discipline under applicable district policies and procedures, or civil or criminal liability under applicable laws.

Level 1 Violations
Level 1 intervention will generally be addressed by school staff members when a student has minimal or no prior violations. The staff's response teaches correct, alternative behavior so students can learn and demonstrate safe and respectful behavior.

Examples of level 1 iPad violations include:
- being off-task, using apps other than what the learning activity requires;
- treating iPads carelessly;
- using the camera to take another's picture without their permission;
- airdropping material without permission; or
- cheating or plagiarizing by using the work of others accessed digitally.

Level 2 Violations
Level 2 violations will generally result in interventions or disciplinary responses that involve the school administration. These actions aim to correct behavior by stressing the seriousness of the behavior while keeping the student in school. Note: A severe occurrence or repeated instances of a violation may be treated as a violation at a higher level.

Examples of level 2 iPad violations include:
- repeated violation following a previous intervention;
- sending or posting inappropriate or harmful text or images;
- making unauthorized modifications to the iPad operating system.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR INVOLVING IPADS

Level 3 Violations

Level 3 violations may result in a dismissal from school for part of a day or an entire school day. Note: A severe occurrence or repeated instances of a violation may be treated as a violation at a higher level.

Examples of level 3 iPad violations include:

- intentional damage to an iPad;
- repeatedly using an iPad to bully, cheating; or
- other actions which violate the district technology acceptable use policy.

Level 4 Violations

Level 4 violations will result in the suspension of a student and possible notification of the police. A suspension is a removal from school for more than one day. Note: A severe occurrence or repeated instances of a violation may be treated as a violation at a higher level. An example of a level 4 iPad violation is willful access and damage to district technology system or records.

CONSEQUENCES FOR LOST, STOLEN, OR INTENTIONAL DAMAGE TO AN IPAD

When a student's iPad is lost, stolen, or willfully damaged, the consequences include loss of the privilege to take home an iPad, additional instruction in appropriate iPad use, or other restitution based on the Student Rights and Responsibilities Handbook. These consequences will be applied in cases of broken screens caused by intentionally throwing or dropping the device; swinging a bag or backpack with a device inside; stepping on the device; intentionally spilling a liquid on the device; hitting another person or object with the device; damage caused to a device that was not in the district-issued case; tampering with the internal components of the iPad; or making unauthorized modifications to the operating system, known as hacking the device. It also includes the loss or damage to the Lightning-to-USB cable, 12W power adapter, and case.

CONSEQUENCES FOR NOT RETURNING AN IPAD, IPAD ACCESSORIES, OR RETURNING DAMAGED ITEMS

If a student fails to return the iPad at the end of the school year, or upon withdrawal, the student's family may be held liable for the replacement cost of the iPad in accordance with Procedure 506.02 -- Compensation for Lost and Damaged District Property. You must return the district-provided power adapter and Lightning-to-USB cable when you return your iPad. If you do not return the iPad, case, cord, and/or charger, or return any of these items in a damaged condition, you may be requested to contribute to the replacement costs. Please work with your child's school for replacement amounts or other appropriate consequences.

Student Technology Use Agreement

Saint Paul Public Schools provides students with access to District technology resources for educational purposes. Students must adhere to all District policies, accompanying procedures, and guidelines in order to maintain access to those resources. Relevant policies and guidelines are linked at spps.org/personalizedlearning, Resources for Families.

STUDENT AGREEMENT

I WILL BE RESPONSIBLE
- I will keep my iPad in the District-issued case and keep it free of stickers or writing.
  - For grades 6-12, I will keep the keyboard attached and case closed when the iPad is not in use.
- I will leave District labels in place, including the label with my name.
- I will protect my iPad using a dry, soft cloth for cleaning, and storing it in places where the temperature isn't too hot or cold.
- I will keep track of my iPad and not give it to others.
- I will make sure my iPad battery is charged.
- I will only use the District device operating systems and security profiles.
- I will not use technology to gain unauthorized or inappropriate access to District technology resources.
- I will follow copyright laws.
- I will not use District technology to cheat on assignments.

I WILL BE SAFE
- If I can take my iPad home, I will keep my iPad in my school bag or backpack when traveling to and from school, while at the bus stop or train station, or on the Metro Transit bus or light rail train.
- I will protect my personal information, including username and passwords.
- I will immediately tell a teacher or other adult staff if I receive an electronic communication that makes me feel uncomfortable, or if I accidentally access inappropriate materials.

I WILL BE RESPECTFUL
- I will use school-appropriate language, video, pictures or other digital content on District technology.
- I will access and share only material that is legal, true, and free of racial-or gender-offensive content.
- I will not use District technology to bully, harass, harm, or spread lies about others.
- I will ask permission before taking or sharing photos and video, and will not use my iPad's camera in private places.

Students: By signing below I agree to these statements. I understand that my use of network resources, District-issued devices, email, and software application accounts is a privilege. I understand that failure to follow this agreement may result in disciplinary actions.

Student Name: _____ Student ID #: _____

Student Technology Use Agreement

Student Signature: _____ Date: _____

INFORMATION FOR PARENTS/GUARDIANS

Applications and Web-based Services

Saint Paul Public Schools (SPPS) uses applications (apps) and web-based services operated by third parties to provide students with access to online communication and collaboration and other instructional tools and materials. The District contracts with specific companies for software that helps manage student information. This information is owned by SPPS and stored/managed within a contracted third party server.

SPPS uses additional iPad apps and websites to support a variety of instructional goals. Some of these tools require log-ins so that students can return to the same les or resources over time. The personal information collected by these sites is limited to the log-in name and password, and any student work on the site. A list of District approved apps and websites and their data privacy policies is available online at spps.org/personalizedlearning. Questions and concerns about these apps and websites can be sent to: otl@spps.org or 651-767-8139.

Internet Filtering

The District provides students with access to educational resources through the internet. The District uses content filtering technology in compliance with the Children's Internet Protection Act (CIPA). This filtering provides users with safe web browsing while using SPPS devices at school. It also protects SPPS iPads even when they are on non-SPPS networks, such as a home or public WiFi network.

Outside of school, parents/guardians bear responsibility for providing guidance on internet use, just as they do with other information sources such as television, radio, movies, and other potentially offensive media. Parents/ guardians are responsible for monitoring their child's use of the internet and access to District technology resources.

Parent and Guardian Rights

Parents/guardians have the right at any time to review the contents of their child's electronic and e-mail les. Parents/guardians also have the right to request termination of their child's technology and account access. For more information and to get a copy of the PK-12 Technology Opt-Out Form, contact your child s school or visit online it.spps.org/policies/guidelines-for-acceptable-use.

Parent / Guardian: By signing below, I acknowledge that I have reviewed this information, and I give permission for my child to receive an iPad, use District technology resources, and access the Internet. . I further understand that I have the right to withdraw my approval in writing at any time.

Parent / Guardian Signature: _____ Date: _____

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OTHER RESOURCES

DISTRICT POLICIES ABOUT TECHNOLOGY

Saint Paul Public Schools provides access to district technology resources for educational purposes. This access may be taken away at any time for abusive or inappropriate conduct related to the use of district technology resources.

Failure to comply with the policies or guidelines in this document for care and use of the iPad may result in the loss of iPad privileges. All use must comply with the following policies:

- Policy 501 Hazing Prohibition
- Policy 505 Bullying Prohibition
- Policy 520 Technology Usage and Safety
- Guidelines for Acceptable Use of Technology by Students
- Policy 506 Student Behavior
- Rights and Responsibilities Handbook

All policies may be viewed in their entirety at http://boe.spps.org/SECTION_V_STUDENTS2.

The iPad is the property of Saint Paul Public Schools and as a result may be seized and reviewed at any time.

SOURCES CONSULTED

During the creation of this handbook, Saint Paul Public Schools consulted websites, handbooks, and staff from the following districts:

Becker Public Schools
Farmington Area Public Schools
Hopkins Schools
Minneapolis Public Schools
Minnetonka Public Schools
South Washington County Schools
Spring Lake Park Schools

360 Colborne Street, Saint Paul, Minnesota 55102 | personalizedlearning.spps.org