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 will help our students learn in the ways they learn best. At the same time, students will be sharpening the technology skills that are now essential in nearly every aspect of life.

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

It will also give your student -- and you -- important new responsibilities.

In the pages that follow, we introduce you to your student's new 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.

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.

RECEIVING THE IPAD

The iPads are the property of Saint Paul Public Schools, and students will use them during the school year. Students and parents or guardians need to complete and submit all required paperwork before an iPad is assigned to a student.

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

To ensure an equitable learning experience, all students will be required to use the iPad at school. We understand that some families may have objections to technology in the home. In this case, students must arrange to complete their homework without an iPad, and the device will remain at school.

IPAD BASICS

We hope SPPS students are just as excited as we are about the new iPads. This technology is useful and sturdy -- when it is 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 IS AN IPAD?

The iPad is a small computer with a glass screen. Handle it as you would any other piece of glass. Place it carefully in your backpack or bag, and do not throw or slide the device. Keep all food and liquids away from the iPad.

WHAT MAKES IT 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. If you wait until the battery indicator gets below 20% or turns red before you charge the iPad, your battery will last longer.

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.**

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. You must not:

- lean on the screen
- stack books or other heavy objects on top of the iPad
- bang 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.

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.
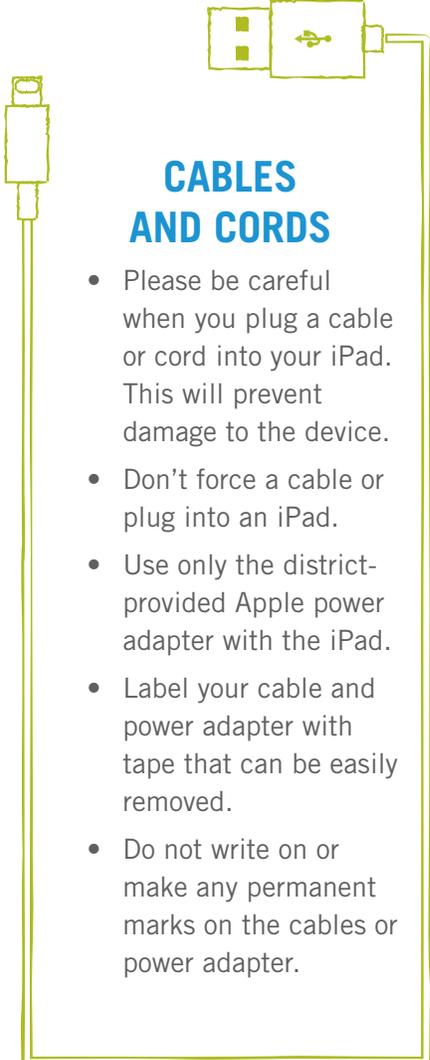
CABLES AND CORDS

- 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 with 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.

HOW DO I CARE FOR THE SCREEN? (CONTINUED)

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).

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

Students in grades PreK-5 will store iPads in their classroom. For students in grades 6-12, iPads should be stored in a **locked locker** at school when 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. 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 about in the community.
- Carry the iPad to and from school in a school bag or backpack so that it is not visible.
- A PIN or Passcode will be required to prevent unauthorized access to your personal information on the iPad. Do not share your PIN 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 a 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 PIN or passcode to your iPad to prevent unauthorized access to your device and data, and never share your username and password with others. Also 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?

Your iPad's settings, apps, photos, music, email, calendar, contacts, Safari bookmarks and Reading Lists are automatically saved to iCloud every day as long as the iPad is charging, connected to wireless internet, and locked with a Passcode.

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 loaner or 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.
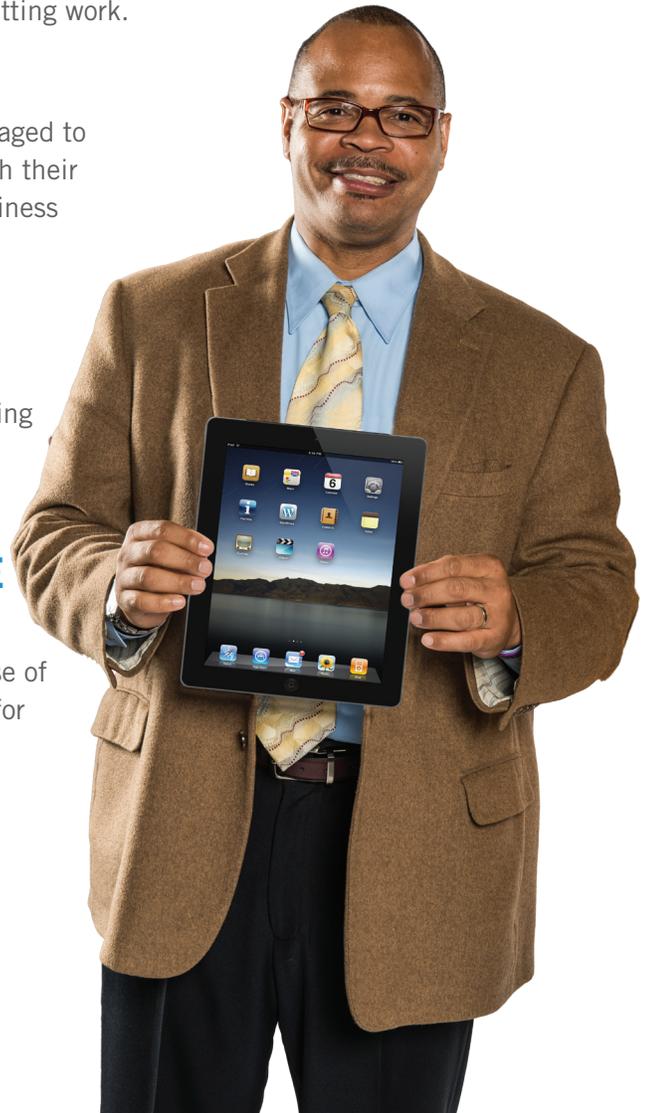
USING THE IPAD AT HOME

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

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

APPS ON THE IPAD

DISTRICT-OWNED APPS

The apps that the district provides for students on the iPad must be easily accessible at all times. The district may remove an app from your iPad after you're done using it so other students can have a chance to use it, too. If this happens, you have 30 days to download a new copy of the app in order to retain access to any files opened or created with the app. This is subject to change.

CAN I DOWNLOAD MY OWN APPS?

All installed apps must follow the *Guidelines for Acceptable Use of Technology by Students*, as well as other district policies. 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.

SOFTWARE AND OPERATING SYSTEM UPDATES

Occasionally, apps and the operating system require updates that 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 have access to 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 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 or changed the settings, he or she will be assigned behavior consequences in accordance with this document and the 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.
- Do not email, post to the internet, or electronically send images, video, or audio recordings of other individuals without their written permission.

LOCK SCREEN AND BACKGROUND PHOTOS

All content, photos, and data on the iPad must be in compliance with the *Guidelines for Acceptable Use of Technology by Students* and other district policies. If you upload photos for the lock screen or home screen that are pornographic or gang-related, or that contain inappropriate language or references to guns, other weapons, alcohol, drugs, or gambling, you will receive disciplinary action in accordance with the Student Behavior Handbook.

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.

CAN I PUT MY OWN MUSIC AND GAMES ON THE IPAD?

Music is allowed on the iPad, as long as it is properly licensed and complies with all district policies. Because of limited storage space on the iPad, please don't load your entire music library on the iPad.

You may have appropriate games on the iPad, but do not play them during the school day unless your teacher asks you to do so.

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.

BEHAVIOR THAT WILL NOT BE TOLERATED
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 get or give answers to tests; search for and/or copy answers or information on the internet or other electronic resources contained on or in any technology resource or device; copy and submit someone else's information or assignment as their own; or conduct 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, remove security profiles, or vandalize district technology resources.

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.

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. It 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.

PARENT CHECKLIST FOR EDUCATIONAL APPS

Items to consider for educational apps (parents/guardians):

- ☐ Free app that does not require features only available with payment.
- ☐ If child is under 13, personal information is NOT tracked or collected.
- ☐ App does NOT store student educational record.
- ☐ App contains no advertising.
- ☐ Tutorial or help is available in the app.
- ☐ App is age appropriate for your child.
- ☐ Work can be exported, copied or printed.
- ☐ App's settings can be customized.
- ☐ Student work is saved when student exits app.
- ☐ App promotes:
  - ☐ Creativity
  - ☐ Imagination
  - ☐ Collaboration
  - ☐ Sharing of ideas
  - ☐ Problem solving
  - ☐ Critical thinking skills

EXPECTATIONS FOR USING THE IPAD - FOR PARENTS AND GUARDIANS

FILTER ACCESS

When the device is at school on the district network, internet access is filtered and inappropriate content is blocked. However, when the device is used at home or on a public WiFi network, students have unrestricted access to the internet, including inappropriate websites and content. Parents with a home wireless network can filter it by installing special filtering software. Some software, such as OpenDNS Home and OpenDNS Family Shield, are free; others such as SafeEyes and NetNanny may need to be purchased. Many cell phone and cable providers also offer filtering solutions. Simply do a Google search with your internet provider's name and the terms "Parental Controls," such as "Xfinity Parental Controls," to learn more.

OpenDNS Home: Free home filtering solution with flexible and customizable parental controls. Filter internet connections for every device on your home network, including iPads, computers, and gaming devices. Learn more at bit.ly/open-dns-home

OpenDNS Family Shield: Free, pre-configured home filtering solution that blocks access to adult content. Learn more at bit.ly/dns-shield

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

Parents and guardians can use the Infinite Campus Mobile app installed on the iPad to view their child's grades, attendance, and upcoming assignments. At this time, the Campus gradebook is only used by secondary teachers (grades 6-12), and grade information may not be available to parents of elementary school children.

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

APPLECARE+

If you have questions about using your iPad and iCloud, 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 6:00 a.m.- 8:00 p.m. and 8:00 a.m.-8:00 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.

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 report it.

LOST OR STOLEN IPADS

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, 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*.

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

The consequences listed below will be applied to lost/stolen devices, as well as to damage to an iPad caused by reckless, abusive, willful or intentional conduct. Some examples include 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.

An "incident" is defined as a lost or stolen device or out-of-warranty repair.

FIRST INCIDENT:
Student is issued a replacement iPad, and must review the iPad care and security sections of the iPad Handbook with a building administrator prior to receiving the replacement device.

SECOND INCIDENT:
Student is issued an iPad, for in-school use only, for a period to be determined by building leadership, and taking into account the situation that led to the damage or loss. Take-home privileges may be restored after a period not to exceed three weeks, unless a special assignment requires access to the device prior to the restoration of take-home privileges. Student must review the iPad care and security sections of the iPad Handbook with a building administrator before resuming take-home privileges.

THIRD INCIDENT:
Student is issued an iPad for in-school use only, and the device must be checked in and out with the assigned building staff at the beginning and end of the school day. The student will not be allowed to take the iPad home until the student and a parent or guardian complete the iPad Academy class. Upon completion of the iPad Academy class, take home privileges will be restored. Failure to complete the iPad Academy class will result in the revocation of take- home privileges, and the student will have only in-school access for the remainder of the school year.

FOURTH INCIDENT:
Student is issued an iPad for in-school use only, and the device must be checked in and out with the assigned building staff at the beginning and end of the school day. The student will not be allowed to take the iPad home for the remainder of the school year. The student and family may be held responsible for the full cost of repair or replacement as stated in 506.02 C*ompensation for Lost and Damaged School Property.*

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 full 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.

SAINT PAUL PUBLIC SCHOOLS
STUDENT IPAD LOAN AGREEMENT, PREK-5

Saint Paul Public Schools provides students with access to district technology resources for educational purposes. Students must adhere to all district policies and guidelines, including *Technology Usage and Safety* (520), *Guidelines for Acceptable Use of Technology by Students*, *Bullying Prohibition* (505), *Hazing Prohibition* (501), *Student Behavior* (506), and the *Student Rights and Responsibility Handbook*, in order to maintain that access.

BE RESPONSIBLE
- I will keep my iPad in the district-issued case at all times.
- I will carry my iPad carefully and keep it on top when it is in a stack.
- I will keep my ipad case clean and free of stickers, writing, and other damage.
- I will keep my ipad away from food, beverages and other liquids.
- I will use only a dry, soft cloth to clean the iPad.

BE SAFE
- I will always supervise my iPad, and when I am not using it in school, it will be stored in the required classroom location or in my locked locker.
- I will add a PIN to my iPad to protect my personal information and prevent access.

BE PRODUCTIVE
- I will always plug in my iPad to make sure the battery is charged.
- I will only use the apps and websites my teacher tells me to use.
- I will use the iPad to do my own work and avoid plagiarism by giving credit to my sources.

BE RESPECTFUL
- I will not use my iPad to bully, harass, harm, or spread lies or misinformation about others.
- I will use the camera and microphone to take appropriate pictures, videos and audio recordings.
- I will not use the camera in a bathroom or locker room.
- I will use my iPad to access, submit, post, publish or display material that is legal, true, non-threatening, free of racially offensive content, and does not hurt someone's reputation.

Student Name: _____ Student ID#:_____

Student Signature: _____ Date:_____

Apps, Web-based Services and Parental Consent
In order for Saint Paul Public Schools to facilitate a 1:1 personalized learning environment, the District will utilize applications (apps) and web-based services operated by third parties to provide students with access to online communication and collaboration tools and other instructional tools and materials. The District is required to comply with the federal regulations that require parental consent for students under age 13. A complete list of district approved apps and web based services, with a link to the privacy policy for each, can be found online at http://personalizedlearning.spps.org.

By signing below, I consent to allowing Saint Paul Public Schools to issue an iPad to my child named above, and to create any accounts necessary for my student to utilize district-approved applications and web-based services, and to share limited personal information with the third-party provider.

Parent / Guardian Signature: _____ Date:_____

SAINT PAUL PUBLIC SCHOOLS
STUDENT IPAD LOAN AGREEMENT, GRADES 6-12

Saint Paul Public Schools provides students with access to district technology resources for educational purposes. Students must adhere to all district policies and guidelines, including *Technology Usage and Safety* (520), *Guidelines for Acceptable Use of Technology by Students*, *Bullying Prohibition* (505), *Hazing Prohibition* (501), *Student Behavior* (506), and the *Student Rights and Responsibility Handbook*, in order to maintain that access. Failure to comply with these guidelines and those outlined in the *Student Rights and Responsibility Handbook* may result in the loss of take home privileges.

BE RESPONSIBLE
- I will keep my iPad in the district-issued case at all times, and not place anything between the case and display.
- I understand that the iPad is vulnerable to damage if dropped, thrown, or crushed and I will take care when placing it in my school bag, backpack, or locker. I will not throw or swing my backpack containing an iPad.
- I will keep my iPad away from food, beverages and other liquids.
- I will use only a soft, lint free cloth to clean the iPad, instead of liquids, cleansers, or household cleaning products.
- I will keep my iPad in places where the temperature is between 32 and 95°F, for example taking it inside with me instead of leaving it in the car on a cold or hot day.

BE SAFE
- I will keep my iPad in my school bag or backpack when traveling to and from school.
- I will put away my iPad at the bus stop or train station, or on the Metro Transit bus or light rail train.
- I will always supervise my iPad, and when it is not in use at school, it will be stored in a locked locker or other secure location.
- I will add a PIN to my iPad to protect my personal information and prevent unauthorized access to the device and its contents.

BE PRODUCTIVE
- I will bring my iPad to school every day with a fully charged battery.
- During instructional time, I will only use apps and websites as directed by my teacher or as required for my assignments.
- I will always have enough memory on my iPad to download, access, and create any educational applications or files required by my teachers. I understand that I may need to delete any personal content on my iPad if I am running low on memory.
- I will use the iPad to do my own work and avoid plagiarism by giving credit to my sources.

BE RESPECTFUL
- I will not bully, harass, harm, or spread lies or misinformation about others.
- I will use the camera and microphone to take appropriate pictures, videos and audio recordings.
- I understand that my use of the camera in a bathroom or locker room is strictly prohibited.
- I will use my iPad to access, submit, post, publish or display material that is legal, true, non-threatening, free of racially offensive content, and does not hurt someone's reputation.

Student Name: _____ **Student ID#:**_____

Student Signature: _____ **Date:**_____

Apps, Web-based Services and Parental Consent
In order for Saint Paul Public Schools to facilitate a 1:1 personalized learning environment, the District will utilize applications (apps) and web-based services operated by third parties to provide students with access to online communication and collaboration tools and other instructional tools and materials. The District is required to comply with the federal regulations that require parental consent for students under age 13. A complete list of district approved apps and web based services, with a link to the privacy policy for each, can be found online at http://personalizedlearning.spps.org.

By signing below, I consent to allowing Saint Paul Public Schools to issue an iPad to my child named above, to create any accounts necessary for my student to utilize district-approved applications and web-based services, and to share limited personal information with the third-party provider.

Parent / Guardian Signature: _____ **Date:**_____

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 District 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