

*School District of Marshfield  
Elementary  
Personal Learning Device*



*Student & Family Guide –  
In School Use*

*2018-19 School Year*

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# INTRODUCTION

We are excited to provide an iPad for every School District of Marshfield student. We believe having their own iPads will help our students learn in new and exciting ways. Students will be developing the technology skills that are now essential in nearly every aspect of life.

## 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 student choice, student learning styles, and personal relevance can increase student engagement and achievement.

Technology supports personalized learning by increasing access, engagement, efficiency, effectiveness, and equity.

**ACCESS:** Increase access to classroom resources anytime, any place

**ENGAGEMENT:** Motivate students with relevant ways to learn adapting to their strengths, needs, and interests

**EFFICIENCY:** Teachers and students use technology to process information in a timely manner providing instant communication and feedback

**EFFECTIVENESS:** Allow for tailored instruction and activities based on individual student need in turn increasing student achievement

**EQUITY:** Gives all students access to technology

For more information please see our Personalized Learning webpage on our district website at <http://www.marshfieldschools.org/Page/625>.

## WHAT DOES AN IPAD MEAN TO EVERY STUDENT?

The use of technology in and outside of a classroom is driven by the educational needs of students and teachers. Many classroom resources such as books and activities can be accessed and enhanced using technology. Students' educational needs will drive the use of the technology at each grade level.

Students in grades Kindergarten through 6<sup>th</sup> - Primary use of technology will be at school. Devices will be stored and charged in the classroom. Students may take devices home when the parent and teacher agree it is beneficial to support and improve the learning and educational outcomes of the student. Educators in grades 5 and 6 may suggest students take iPads home to support digital resources if technology can enhance the learning experience outside the classroom.



# IPAD CARE

The iPad is a small computer with a glass screen. iPads are useful and sturdy -- when cared for properly. Please read the pages that follow and be sure to contact your classroom teacher with any questions you might have.

## DOES THE IPAD COME WITH A CASE?

The iPad is a valuable tool and comes with a case designed to protect the device during normal daily use. The case was chosen for its durability and ease of access to important serial numbers and inventory stickers. The iPad remains in the district-issued case at all times. Students should not remove or add any stickers or labels on the iPad or its case. Together, staff, students, and families will keep the devices in good working condition.

## TIPS FOR STUDENTS

- Keep the iPad case cover closed when not in use
- Carry the iPad carefully, avoid bumping into objects or others
- Protect the screen from contact with objects that may cause damage (pens, pencils, keys)



## CABLES AND CORDS

- Please be careful when plugging a cable or cord into the iPad. This will prevent damage to the device.
- Seek help if the cable or plug is not fitting.
- Use only the Apple power adapter to charge the iPad.
- Keep the cable and plug free of permanent marks and labels

# IPAD SAFETY

## IS THE IPAD SAFE AT SCHOOL?

Staff and students will prevent theft by never leaving an iPad in an unsupervised area at school. Unsupervised areas include unlocked classrooms, computer labs, the library/media center, lunchroom, restrooms, hallways, or anywhere on the school grounds, including playgrounds.

## IS INFORMATION ON THE IPAD SAFE?

Digital identifications, which include email addresses, and the usernames and passwords for online systems and accounts, are for the student’s use only and should not be shared. Using the passcode to your iPad will prevent unauthorized access to your device and data. A device using a passcode is encrypted making the information and use of the iPad impossible without the passcode or district support. The district also utilizes features like “find my iPad” to track missing devices with the help of parents and law enforcement.

## BEING SAFE AND RESPONSIBLE IN A DIGITAL ENVIRONMENT

Through educational lessons, students will learn how to think critically, behave safely, and participate responsibly in and out of school using technology. Topics include:

- Internet Safety
- Privacy and Security
- Relationships and Communication
- Cyberbullying and Digital drama
- Digital footprint and Reputation
- Self-image and Identity
- Information Literacy
- Creative Credit and Copyright

Digital Citizenship Curriculum	K - 2			3 - 5			6 - 8			9 - 12			
	UNITS 1	2	3	UNITS 1	2	3	UNITS 1	2	3	UNITS 1	2	3	4
Internet Safety	●	●		●		●		●			●		
Privacy & Security	●	●	●	●	●	●	●		●			●	●
Relationships & Communication	●	●	●	●	●	●	●	●	●	●	●	●	●
Cyberbullying & Digital Drama		●		●		●	●		●	●		●	●
Digital Footprint & Reputation		●		●	●	●		●	●	●	●	●	●
Self-image & Identity				●	●	●	●	●	●	●	●		
Information Literacy	●	●	●	●	●	●	●	●	●	●	●	●	●
Creative Credit & Copyright	●			●	●		●	●	●	●		●	●

© 2015 Common Sense Media is a national nonprofit organization dedicated to helping educators empower young people to think critically, behave safely, and participate responsibly in our ever-changing digital media world.

## HOW WILL STUDENTS SAVE WORK ON THE IPAD?

The district provides options to meet student needs. In grades K-4 Google Drive is the primary tool students will be provided for online storage and access across many devices. Grades 5-12 will continue to use Google Drive, but will also have access to Microsoft Office 365 which will give them more powerful tools from the Microsoft Office suite. Teachers will also provide other options for specific learning activities. Storage space is available on the iPad, however, online storage will ensure your data is backed up.

## PRINTING STUDENT WORK

Students will not be printing from the iPads. Digital resources will be used removing much of the need for students to print. Students are encouraged to use 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. Computer labs/LMC with printing capability will be available when needed to support student learning.



## WHAT IF THE IPAD IS BEING REPAIRED?

From time to time an iPad may need a repair. Students will receive a substitute device while their device is being repaired. If there is a delay in receiving a substitute device, the teacher will work with the student to ensure they have the resources needed to complete the work.

## SELF-SERVICE APP STORE: HOW ARE APPS SELECTED FOR STUDENT USE?

The School District of Marshfield has provided access to hundreds of apps through our custom app store, Self Service. School District of Marshfield apps:

- Provide a rich, engaging learning experience.
- Are appropriate for a school environment.
- Have controls and navigation that are user-friendly.
- Have limited advertising
- Do not store student educational records or track personal data.
- Do not require students to enter personal data

## CAN STUDENTS DOWNLOAD THEIR OWN APPS?

Students are not allowed to download and install apps from other websites or app stores. The School District of Marshfield reserves the right to remove inappropriate content from the device. Students will be instructed of possible consequences for installing outside apps by teachers or school administration.



## IPAD CONTENT IS NOT PRIVATE

IPads are district property. If necessary, district staff members can access the internet history, photos, and other information stored on the iPad or district digital resources. Students should unlock the iPad when asked by school staff. Failure to do so may result in behavior consequences aligned with classroom and school discipline procedures.

## PICTURES, CONTENT, AND DATA

The iPad has cameras on the front and back and a built-in microphone. Students are able to take pictures and record audio and video. These features promote personalized learning by allowing students to demonstrate creativity and pursue personal interests. All recordings and pictures created with the iPad are subject to school district policies as well as state and federal laws. Students will only take photographs or record audio or video during the school day if a teacher or administrator gives you permission to do so. Students should never photograph, record video, or create an audio recording of another person without that person's knowledge or permission.

Parents and students are encouraged to read the full text of the Board of Education policy governing Personal Communication Devices (5136) and the Student Technology Acceptable Use and Safety Policy (7540.03) available on the District web site or by contacting the school main office.

## UNACCEPTABLE BEHAVIOR AND USES

Building principals and teachers provide guidelines for interventions and consequences when students behave inappropriately. These guidelines also apply to incidents involving iPads. The unacceptable use of the district technology resources, may result in consequences.

All students have the opportunity to use an iPad in support of personalized learning during school hours. Students who use their iPads in ways that are counter to School District of Marshfield guidelines may face other consequences relevant to the situation, including additional instruction in appropriate iPad use and possible restrictions to device features.

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.

# CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR INVOLVING IPADS

## Minor Violation

Minor violations 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 minor iPad violations include but are not limited to:

- 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.

## Major Violations

Major 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 major iPad violations include but are not limited to:

- repeated violation following a previous intervention;
- sending or posting inappropriate or harmful text or images;
- making unauthorized modifications to the iPad operating system;
- intentional damage to an iPad;
- repeatedly using an iPad to bully, cheating; or
- other actions which violate the district technology acceptable use policy.

For additional clarification regarding student behavior procedures, see your school student handbook.



## STEPS TO TAKING THE IPAD HOME

Students may take devices home when the parent and teacher agree it is beneficial to support and improve the learning and educational outcomes of the student. Educators in grades 5 and 6 may suggest students take iPads home to support digital resources if technology is not available at home.

If agreed taking the device home is a good option, the teacher will reference the *School District of Marshfield Taking the Device Home Guide and Student iPad Loan Agreement*. The *Student iPad Loan Agreement* needs to be signed and on file with the school prior to taking the device home. The handbook and agreement can be found on our district website at <http://www.marshfieldschools.org/Page/625>.

## OTHER RESOURCES

### DISTRICT POLICIES ABOUT TECHNOLOGY

The School District of Marshfield 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 use. All use must comply with the following policies:

- Policy 5516 Student Hazing
- Policy 5517 Student Anti-Harassment
- Policy 5517.01 Bullying
- Policy 520 Technology Usage and Safety
- Policy 5600 Student Discipline
- Policy 7540.03 Student Technology Acceptable Use and Safety
- Student Handbook

District Policies can be found on the school district website: <http://www.marshfieldschools.org/Page/77>

### SOURCES CONSULTED

During the creation of this handbook, Marshfield School District consulted websites, handbooks, and staff from the following districts: *Waukesha School District, D.C Everest Area School District, Pewaukee School District, Becker Public Schools, Farmington Area Public Schools, Hopkins Schools, Minneapolis Public Schools, Minnetonka Public Schools, Saint Paul Public Schools, South Washington County Schools, and Spring Lake Park School*



School District of Marshfield  
1010 East 4th Street  
Marshfield, WI 54449