

# STUDENT EDITION

## 2018-2019

*For Students in Grades 7-12*

It is the vision of Manheim Township Mobile Learning Committee that students are engaged in an innovative curriculum that, through the strategic use of technology, empowers them to control their learning and development by fostering the essential skills of critical thinking, communication, collaboration, and creativity.



Dear Parents and Students,

It is our responsibility as educators and as a district to prepare our students for a future that is still being created and is continually evolving. The 21st-century learning skills of critical thinking, communication, collaboration, and creativity are skills that are not limited to any one particular course or subject, but transcend across all disciplines. We want our students to appreciate their local origins while at the same time encouraging them to seek new solutions to problems and create that which is new and expressive. One method to make this happen is through the meaningful use of technology.

The district has made a commitment to a 1:1 mobile learning initiative for our students. The emphasis is not on any one particular device, but rather the methods in which information is presented and explored. We want to give options to our teachers and students in how to access and acquire knowledge and then how to take that knowledge and thoughtfully communicate it creatively and effectively. The rationale to giving students an iPad is not about the device, but how learning and instruction can be enhanced through the responsible use and access to technology.

Please read through this handbook to understand the responsibilities in the care and use of your iPad. In addition, please review the MTSD School Board policies that accompany this handbook.

We look forward in working with you with this evolving initiative and learning what innovative possibilities exist to enhance the learning experiences for all at Manheim Township.

Sincerely,

**Anthony Aldinger**  
Director of Instructional Technology

MANHEIM TOWNSHIP SCHOOL DISTRICT  
**Student iPad Handbook**

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The policies, procedures, and information within this document apply to all iPads used within the Manheim Township School District, including any other device considered by administration to come under this policy. Teachers may set additional requirements for use in their classrooms.

# iPad Procedures

## 1.0 iPad Distribution

Every student attending Manheim Township will be given an iPad for educational purposes. Students have the opportunity to purchase an Optional iPad Protection Plan.

## 1.1 iPad Return

District iPads and accessories will be returned during the final week of the school year and checked for serviceability. If a student transfers out of the Manheim Township School District, the device and accessories must be returned at that time.

If a student fails to return the device, he/she may be subject to criminal prosecution or civil liability. The student will be charged with replacement costs of the iPad/accessories. Failure to return the device may also result in a theft report being filed with the Manheim Township Police Department. Students will be charged a fee if the device/accessories are returned damaged.

# iPad Care

## 2.0

## Your Responsibility

Students are responsible for the general care of their iPads. Any devices that are broken or fail to work properly must be taken to the media center/library.

## 2.1

## General Precautions

- Use only a clean, soft cloth to clean the screen. Do not use cleansers of any type.
- Use caution when inserting/removing cords and cables into the device to prevent damage.
- Do not use any stickers, labels, markers, tape, glitter, and/or anything else that would deface the iPad or iPad case.
- Have your device's battery charged for school each day.
- Must have school-issued iPad case on at all times.
- Always carry your iPad with two hands.
- Screen lock passcodes are required.

## 2.2

## Caring For Your iPad

The iPad's screen is very delicate.

To avoid damaging your screen,

### **DO NOT...**

- lean on top of the device when the cover is closed.
- set the device on the floor where it could be stepped on.
- place anything in the case that will press against the cover.
- bump the device against lockers, walls, car doors, floors, etc.
- drop anything on your device.
- use a screen protector on your iPad.

# iPad Usage

3.0

## Using Your iPad at School

iPads are required for school each day. In addition to teacher instruction, various iPad apps allow access to messages, announcements, calendars, and schedules. iPads must be brought to class unless you are specifically notified otherwise.

3.1

## iPads Left at Home

If an iPad is left at home, the student is still required to complete coursework as if he/she had an iPad present. If a student repeatedly leaves their device at home, he/she could be subject to a consequence at the teacher or administrator's discretion.

3.2

## iPads Being Repaired

Loaner iPads may be issued to students if their device requires repairs.

3.3

## Charging Your iPad

Fully charged iPads must be brought to school each day. Students need to charge their iPads each evening at home. There may not be availability in the classroom to charge devices. If a student's iPad is repeatedly not charged during the school day, he/she could be subject to a consequence at the teacher or administrator's discretion.

# iPad Usage *continued*

3.4

## **Screensaver and Background Images**

Inappropriate media may not be used as a screensaver or background photo. Images of weapons, drugs, alcohol, gang-related symbols, inappropriate language, and/or inappropriate sexual content are not permitted.

3.5

## **Games and Apps**

All apps are district-provided in Self Service. Students grades 9-12 will be able to use their district-provided email account via Google apps on their device.

3.6

## **Printing**

Printing will not be available through the iPad.

# iPad Files and Data

## 4.0 Saving Your Work

Storage space will be available on the iPad. Students have the capability to back up their device via Google Drive or in Apple's iCloud with their MT managed Apple ID. MTSD will NOT back up devices during repairs or re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for failure to submit work or submitting late work.

*Student Instructions for Setting up Managed Apple ID for iCloud* are included in the Appendix.

## 4.1 Network

The Manheim Township School District cannot make any guarantee that the network will be up and running 100% of the time.



# iPad Software

5.0

## Originally Installed Software

The software/apps installed by MTSD must remain on the iPad in usable condition and be easily accessible at all times. The school may add software applications for use in a particular class.

5.1

## Additional Software

Manheim Township School District will provide a way to install the necessary apps for school-related work via Self Service. Students are not permitted to add unapproved apps/software to their iPad.

5.2

## iPad Inspection

School-issued iPads are the property of Manheim Township School District. Students should NOT have the expectation of privacy in regards to the use of the iPads.

# District Policies

6.0

## Policies

The use of MTSD’s technology resources is a privilege, not a right. The privilege is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled. This handbook is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this handbook, privileges may be terminated, access to district technology may be denied, and appropriate disciplinary action shall be applied, which may include suspension, expulsion, and criminal prosecution.

Board Policy states:

- Electronic devices are to be used for educational purposes.
- Students may not take pictures or videos without the permission of a teacher.
- Cyberbullying may be handled as a criminal offense.
- iPads are considered school property and willful damage may be subject to disciplinary measures.

Please refer to MTSD School Board policies in the **Appendix** of this packet for a list of MTSD School Board policies regarding network and device use and responsibilities.

6.1

## Parent/Guardian Responsibility

Talk to your students about the values and the standards they should follow on the use of the Internet, just as you do on the use of all media information sources like television, phones, movies, and music.

# District Guidelines

7.0

## Theft and Loss

### Theft

Any theft must be reported immediately to MTSD staff and to the police within 24 hours. Manheim Township School District may assist students in retrieving stolen iPads. Students who submit a copy of the police report to MTSD will not be held financially responsible for the stolen item(s). Any fraudulent reports may result in disciplinary action.

### Loss

Students will be responsible for reporting a lost iPad to MTSD staff. MTSD may assist in retrieving lost iPads; however, if an iPad cannot be recovered the student will be held financially responsible for replacement.

7.1

## Legal Propriety

Students are required to follow all laws, including but not limited to:

- Complying with trademark and copyright laws and all license agreements. If you are unsure, ask a member of the MTSD staff or a parent/guardian.
- Plagiarism is a violation of the Manheim Township School District Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited. Violation of applicable state and federal law will result in criminal prosecution or disciplinary action by the District.

# Appendix

## ***Manheim Township School District School Board Policies***

<https://www.mtwp.net/school-board/>

### **MTSD School Board Policy 220**

Student Expression/Distribution and Posting of Materials

### **MTSD School Board Policy 224**

Care of School Property

### **MTSD School Board Policy 237**

Electronic Devices

### **MTSD School Board Policy 249**

Bullying/Cyberbullying

### **MTSD School Board Policy 815**

Acceptable Computer Equipment and Network Use

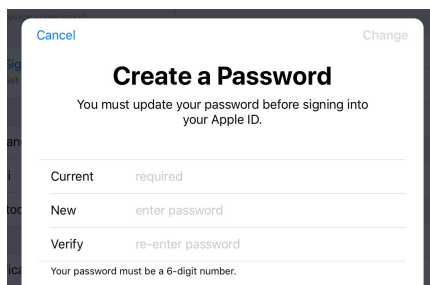
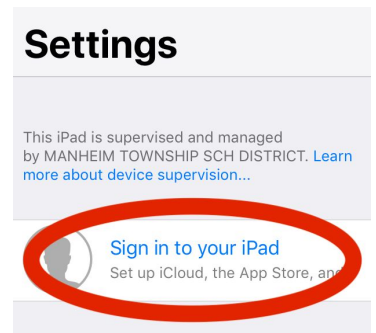
### **MTSD School Board Policy 831**

Use of Livestream Video on School District Property

## Student Instructions for Setting up Managed Apple ID for iCloud

Apple allows schools to provide students with Managed Apple ID's that give students 200GB of free storage in iCloud. This space can be used for backing up data as well as collaborate on documents using Apple's native productivity apps (Keynote, Numbers, Pages etc.). Students should receive an email message to their school email address that contains their Managed Apple ID (username@appleid.mtwp.net) and a temporary password. The following instructions demonstrate how you can log into that account on your school issued iPad.

1. First open your Settings app. Tap on "Sign into your iPad" on the left side of the settings screen. **NOTE:** if you have already signed in with a personal account, you will need to select your name and then choose sign out.
2. Next you will need to sign in using your Managed Apple ID (username@appleid.mtwp.net) and the temporary password you received in your email. The email message was from Apple School Manager and the subject should be "Set Up Your Managed Apple ID".



3. You will then be prompted to change your temporary password. First enter your temporary password, and then enter your new password and verify it. **NOTE:** your password must be 6 digits (no letters or symbols). We recommend using the first 6 numbers of your student ID.

4. If you want to backup your iPad you can check your settings to make sure iCloud Backup is turned on. To check that, tap on your name in the main Settings screen.
5. On the right side you should see iCloud Backup near the bottom of the list. If it is off, tap iCloud Backup and on the next screen turn it on.
6. If you get a message that says your iPad will no longer back-up automatically to your computer, tap "OK"
7. Once iCloud Backup is turned on, you should have an option to "Back Up Now". You can tap that at any time to initiate a back-up. **NOTE:** you need to be connected to a network to backup to iCloud.
8. If you would like to use your Managed Apple ID with another device (not your school issued iPad), you will need a verification code. You should have received the verification code in a second email from Apple School Manager. The subject of that message is "Your Verification Code".

