



Next Generation Learning Take Home Guidelines

Welcome to Avon Maitland Next Generation Learning. We have found that having access to an iPad greatly enhances the student learning experience by giving them access to information and all kinds of creative tools in the palm of their hands. The iPad is a powerful but easy-to-use device, and we hope you will take full advantage of this great learning opportunity.

Each student in this project is being assigned a 16 GB Apple iPad Mini for his/her individual use both at school and at home. You may use the iPad for personal activities but you must remember that the iPad is still the property of the Avon Maitland District School Board and you must follow the requirements of the Board's computer use policies.

This document is meant to be a guideline only. If you have further questions or concerns, that are not specifically referred to in this document, please address them directly to your child's teacher or Principal. Additional concerns can also be directed to Ms. Laurie Langstaff (Principal of Information Services) at 519-482-5428, extension 249.

Summary:

The iPads are issued to students as an educational tool and should be used in that capacity. Students are permitted to use the iPads for personal use as well, provided that they meet the expectations outlined in the Board's computer use procedures (i.e., Administrative Procedure 320: Use of the Internet and Electronic Devices by Students.)

Students are permitted to use the device at home, (e.g., evenings, weekends, holidays, March and Holiday Breaks, Summer Break).

Students who receive an iPad in the Next Generation Learning (NGL) may continue to use it throughout their time in the Avon Maitland District School Board, but must return it to the Board should they leave school or transfer to a school outside the AMDSB.

Security:

Students are responsible for the security of their iPads at all times. Any loss or theft must be reported to the school and local police immediately.

- iPads are issued and registered to an individual student. The student is responsible for his/her assigned iPad at all times.
- iPads should not be stored in a vehicle and should never be left in view inside a vehicle, locked or unlocked.

- iPads are very portable and can be taken easily. Students must secure the device at all times and take precautions to prevent it from being stolen.
- All iPads must be attached to the management system (Meraki MDM) as set up during deployment. Removing an iPad from the management system will be subject to disciplinary action.
- Students must set up the automatic 4-digit passcode lock on the iPad. Students should record this code and share this passcode with their parents and no one else unless required to do so by school personnel.
- Parents/Guardians will have the rights to their child's login credentials and to any restrictions codes set up on the iPad.
- Wireless network services are available within each NGLP school.
- iPads are initially set with, and must have the "Find my iPad" and location services functions turned on at all times.

Responsibilities:

- We anticipate that students will take good care of the iPads and that parents and teachers will assist us in assuring that this is the case; however, parents and students need to be aware of the following conditions related to damage to, or loss or theft of an iPad.
- The iPads have warranty protection, which covers the device for manufacturing defects for two years and provides coverage for two instances of accidental damage in the first two years, with a \$50 deductible charged for each instance. There is no deductible for repairs of manufacturing defects. NGL devices must come to AMDSB staff for repairs.
- There is no protection for theft or loss, but there are two programs installed that may assist us in locating lost or stolen iPads. It is important, therefore that Find My iPad and Meraki Systems Manager remain turned on at all times.
- Instances of accidental damage will be treated on a case-by-case basis to determine who is responsible for paying the deductible. The general rule for damage that occurs away from school is that it will be the parents' responsibility to pay the deductible unless there are extenuating circumstances. In instances of damage that occur at school, the principal will investigate the cause of the damage and determine whose responsibility it will be to pay the deductible - the parent of the student who has been assigned the iPad, the parent of another student, someone else altogether, or possibly the school, depending on the circumstances surrounding the incident. Depending on the circumstances, the cost could be jointly shared by the above parties.
- It is important to note that warranty protection does not cover cases of wilful, deliberate or malicious damage. The cost of repair or replacement in such cases will be borne by the individuals responsible for the damage.

- In the case of loss or theft, the same rules will apply: loss or theft away from school will be the parents' responsibility. Loss or theft at school will be investigated by the school principal to determine who is responsible. Any instances of theft must be reported to the police as soon as possible.
- If something does happen to your iPad or if it is not working properly, please report this to your teacher immediately. He/she will be advised on how to notify the IT Department. The same applies if it is lost or stolen. Please notify us immediately.
- Once the two year warranty has elapsed, repairs will be the responsibility of the parents. However, the (AMDSB) IT Department staff may be able to repair damaged iPads for the cost of the parts. In such cases, the school principal or classroom teacher can advise parents of the process for requesting a repair, and an estimate can be provided by the IT Department before repairs are undertaken.
- iPads and accessories must be kept in good condition, and in working order.
- iPads must be returned to the IT department if the student is no longer enrolled at the school. The iPad is to be returned to the school TRA with a completed iPad Return Form.
- Students are responsible for the charging of their iPad and ensuring that the charged iPad is available for all of their classes. Students should plan on charging their iPad while at home for use the next school day. Options for charging at school may be limited.
- Students personal use of the iPads in school should be limited and only allowed with a teacher's permission.

General Care:

- Cords and cables must be inserted and removed carefully to prevent undue wear and damage.
- Care should be taken to prevent the iPad, cables, and accessories from getting wet. This includes accidental food and beverage spills, excess humidity and precipitation.
- Avoid exposure to long-term temperature extremes.
- The screen of the iPad can be damaged if not properly cared for. The screens are particularly susceptible to damage from excessive pressure.
- Use only a clean, soft cloth to wipe the screen. Do not use cleansers of any type.
- Do not lean on or place anything heavy against the screen.
- If carrying an iPad in a backpack, take care it does not receive extreme or uneven pressure against the screen. Dropping or banging a backpack while carrying the iPad can result in damage to the iPad.

Protective Cases:

- Students are to use the protective case provided by the Board. This case is provided to each student to help protect the device from damage. The case is designed to protect the iPad in the course of normal use, but is not designed to withstand excessive force.
- The iPad must be kept in the case at all times. If the student chooses to purchase another style of protective case, care should be taken, since not all cases provide the same level of protection. Some cases provide an external keyboard if desired. If students decide to use an alternative case they will be required to request permission from their teacher. Please note, that damages to an iPad, not kept in the provided case, may not be covered by warranty protection.
- There may be a need from time to time to have the iPads brought back in for routine maintenance or updating. In such cases you will be required to return the iPad to us. Should this be necessary, the IT Department will try to give you advance notice and get the iPad back to you as soon as we can.

Downloading Content:

- The student is prohibited from gaming, downloading of movies, or any other such activities in any AMDSB building unless explicitly directed by a staff member.

Memory and Storage:

- Students will have approximately 10-13 GB of storage on their personal device (16GB iPad)
- Students must maintain sufficient available memory to accommodate all school-required content. From time to time, a teacher may add content/apps for use in a particular course.
- Required apps and books must remain on the iPad in usable condition and be easily accessible at all times. Periodic checks of iPads may be made to ensure the student hasn't removed the school-issued apps.

Personal Media:

- Personal content, e.g. photos, videos, music and personal apps, are permitted as space allows. Students may be required to remove/offload personal content if space is required to accommodate required apps and content.
- Inappropriate media may not be stored on the iPad at any time. Inappropriate media includes but is not limited to the presence of weapons, pornographic materials, inappropriate language, and references to tobacco, alcohol, drugs, and violence.
- Possession of pornographic materials associated with minors is governed by both school policy and by law. Students are advised that any infractions of this policy may be dealt with as a criminal offence.

Software and App Updates:

- Students should update the apps and operating system on the iPad as required.

Device Backup and Data Security:

- Students should backup their content by ensuring their work is saved to web-based storage, such as Google Drive.
- Backing up work is essential to maintaining the integrity of student data. In the event of device failure or loss, student data can be restored from cloud storage. Students will receive instruction regarding file storage options. Students may also choose to back up their iPads to iTunes on a home computer.
- It is the responsibility of the student to maintain a current backup of all school assignments. School staff can direct students on the proper use of web-based storage options.

Use of the iPad at School:

- Students are required to bring the iPad to school every day. Placing a morning alarm on the device will help ensure the device is not left at home. Students must bring their iPad to all classes, unless specifically instructed not to do so by their teacher.
- iPads must be brought to school each day sufficiently charged to get through the school day. Limited charging stations will be provided for each classroom but to ensure they are charged, students should charge the iPads at home.
- Not having an iPad or not having your iPad in working order will not be an excuse for not participating in class or not completing assignments.
- Each class may have individual consequences for students who do not bring their iPad.
- If students leave their iPad at home, they are still responsible for getting the course work completed on time.
- Coursework not complete due to not having the iPad in class will be subject to the same consequences as other incomplete work.

iPads Left in Unsupervised Areas:

- The iPad is the sole responsibility of the student. Under no circumstances should iPads be left in an unlocked or unsupervised area. Any iPad left unattended is at risk of being stolen or damaged. If an iPad is found and is unclaimed, it should be sent to the school office.

Sound, Music, Games and Headphone Use:

- The audio speakers on the iPad should be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students may not wear headphones to listen to music or other media on the iPad or other device unless the classroom teacher has granted permission to do so.
- During class time students may not play non-instructional games on the iPad. Instructional games may be used under the direction of the teacher.

Printing:

- Many assignments will be distributed, collected and filed electronically with the iPad. This will reduce the need for some printing. Students will be given instruction on how, when and where to print content from the iPad at school.

Internet Access:

- The iPads have already been set up for access to the school's wireless network, but students or parents will have to set them up for connection to a home wireless network.
- Students are not to bypass AMDSB security and filtering systems on any device or machine while on school property.
- Students are permitted to set up additional wireless networks on their iPads for off-campus use. iPads on the school network will have internet activity filtered.

Appropriate Use:

- Students are responsible for the safety, maintenance and activity of their own devices.
- Students must never loan the device to another student for any reason. Any activity on a student's device is the responsibility of that student.
- Any activities not directly related to teacher-directed classroom activities are considered inappropriate use. These activities include but are not limited to texting, FaceTime and social networking, and are not permitted during class time.
- "Jailbroken" devices - that is devices that have had changes made to the IOS operating system - may not be used in the AMDSB iPad initiative. Attempts to jailbreak a school-owned device will be treated as vandalism . Personal devices that have been "jailbroken" are not permitted on the school network.
- Changing another's passcode or any unauthorized access to another's iPad or accounts, will be treated as theft or hacking and will be handled according to school policy.
- Copyright laws, plagiarism and computer hacking are punishable offences. If a student is in doubt, it is the student's responsibility to seek guidance from a teacher.

- One of the most important ways of being responsible online, is by protecting your personal information. Personal information includes things like: your name, your email address, your home address, your phone number, passwords and your current location. In general, it means any information that can be used to identify you or find you. Students are directed not to provide this information online without the supervision of their teacher or parent.
- Information, posts, comments, pictures and other personal information that is posted online can be quickly viewed by many people. Students need to be thoughtful about what they post as all internet traffic is recorded by servers. Further, postings can be embarrassing and even harmful to both the student and the person they might be posting about.

Audio/Video Recording and Photos:

- Common courtesy dictates asking permission to take a person's photo or make an audio or video recording of them. Students should consult staff prior to recording. Photos or videos of others may not be posted to websites, including FaceBook and other forms of social media without the individual's expressed consent (and parental consent) and the informed consent of the teacher.
- The iPad is equipped with front and rear facing cameras, which make it an excellent tool for taking pictures and making videos. It is important to remember, however, that you must have someone's written permission before posting a photo or video to any kind of site (and kids under 18 can't legally give permission; so it would need to be parental permission.) You should ask their permission before taking their picture or including them in a video, even if you don't plan to post it online. And, of course, whatever photos or videos you take must be appropriate for school.
- Students may record audio or use the camera to record still or video photos in a classroom or at a school outing or event only with the prior consent of the teacher, coach or responsible staff member.
- At all times, students are responsible for ensuring that all individuals or groups are aware of and agree to the recording or photo.
- Students must not share any audio, video or photographic likenesses without express consent from all parties involved.
- No recording in private areas such as bathrooms and change-rooms. Recording or photo equipment is not to be used in these areas at any time.
- Use of recording and photo equipment is governed by both school policy and by provincial and federal law. Students are advised that any infractions of this policy may be dealt with as a criminal offence.
- Teachers are asked to direct students to remove any non-instructional photos of other students from their devices, prior to departing for home each day

Managing Files and Saving Student Work:

- Students should save their work to Google Drive, using their GAFE (Google Apps for Education) account, unless directed otherwise by school staff. Students will receive instruction in how to manage and save files.

Privacy:

- Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration.

Home Use:

- It is recommended that parents establish routines at home that address the appropriate use of the device
- This might include: placing filters on the home internet, placing restriction settings on the device, limiting the duration of use, limiting the locations in the home where the iPad is used, limiting the types of apps/games used.