**TROY AREA SCHOOL DISTRICT**

2018-2019

**Everywhere, All the Time Learning**

**STUDENT/PARENT iPad HANDBOOK**

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**OVERVIEW**

Troy Area School District is committed to the implementation of strategies to enhance the education of our students through our **Everywhere, All the Time Learning** (EATL) program. The EATL program is defined as a flexible and personalized educational program that integrates new instructional strategies and a mixture of technology tools with the goal of transforming classrooms from teacher-centered to student-centered personalized learning environments which focus on high academics and the integration of the 21st century skills: Collaboration, Communication, Creativity and Critical Thinking. The EATL program is occurring as a result of the District’s strategic plan, which included a goal to integrate 21st Century Learning Skills by utilizing computers as instructional tools.

Key components of the EATL program include the expanding role of the classroom teacher, use of a learning management system, and use of student mobile computing devices. Teacher roles are expanding to provide a blended approach of traditional and digital learning resources while mentoring students on how to become self-regulated in their own learning. The learning management system enables teachers to organize curriculum content, provide formative assessments to help adapt instructional practice, and create a more personalized learning path for students. Mobile devices provide the everywhere, all the time access to learning that is needed for our students to become proficient, life-long learners. Student-centered instructional strategies being introduced include project-based learning, active inquiry, computer-based formative assessments, and hybrid learning. The District continues to go to great lengths to provide our educators with ongoing professional development for best practices in using technology and effective instructional strategies.

Every year, beginning in grade 7 students will begin active participation in the EATL program. Students will have assigned iPads that they will take home every night. The iPad has all of the necessary applications needed for their curriculum and learning goals.

Costs associated with the EATL program are offset with the reduction in printing, curtailment of traditional textbook purchases, and extension of current student and staff computer refresh cycles. Parents and/or guardians do not have to pay a fee for their student’s technology use, however; insurance costs or damage to technology by the student, willfully or accidentally, shall incur a fee which is listed in this handbook.

Please read this handbook in its entirety. If you should have any questions regarding any of the materials presented, please contact your student’s principal.

**EATL QUESTIONS AND ANSWERS**

**Q: What are the goals of the EATL Program?**

* Promote an environment where students have access to everywhere, all the time learning.
* Equip teachers with tools necessary to differentiate instruction for personalized learning.
* Prepare students with essential digital literacy skills needed to compete in a global workforce.
* Provide for deeper learning opportunities that reach beyond a traditional classroom setting.
* Encourage and motivate students to think critically and apply 21st Century Learning Skills needed for real-world innovation.
* Cultivate self-directed life-long learning, responsibility, and collaboration using digital communication and productivity tools.

**Q: What is the EATL program?**

A: It is a District program to provide students with a District-owned iPad as a tool to help integrate new instructional strategies in order to integrate 21st Century Learning Skills in the classroom.

**Q: How will the EATL program help me academically?**

A: Educational research shows that when students effectively use technology in the classroom, students are provided with deeper learning experiences and are more effectively able to apply 21st Century Learning Skills. To compete in the global economy and equip our students for employment and post-secondary education, the District needs to provide a learning environment that integrates today’s digital tools, accommodates mobile lifestyles, and encourages students to work collaboratively in team environments. Through providing this learning environment, we will meet these globally competitive demands which will allow students to manage their own learning at any time and every location. This program is designed to enhance current teaching/instructional strategies through the effective use of technology and 21st Century teaching methods.

**Q: When will I receive the District-issued iPad?**

A: You will receive a District-issued iPad during August provided you have completed an on-campus orientation and after the District receives a signed acknowledgement of the Acceptable Use Policy and acceptance or non-acceptance of the school-determined insurance.

**Q: What happens if my parents refuse to sign agreeing to the guidelines and acceptable use?**

A: Students will need to go to the Technology Department to sign out an assigned laptop every morning and return it at the end of each day of school. Students will still be responsible for any homework assignments that require the use of an iPad to complete.

**Q: May I use my own iPad carrying case?**

A: No. Students have to use the case that the District has purchased. The District is using a case researched for its durability by the district’s insurance provider. It is a requirement of the provider that this case be used all the time. Students are never to remove the case.

**Q: May I decorate the District provided case or iPad?**

A: No, you may not decorate either the case or iPad. iPads or carrying cases that have pencil/pen/magic marker writing on them, stickers, or any other marks on them will be viewed as vandalism. There will be an associated cost to restore the iPad to the original condition if marked intentionally.

**Q: Who owns the District iPad?**

A: The Troy Area School District owns the District iPad. It is therefore very important that you take good care of it, leave the tags in place, and do not damage it or write on it.

**Q: May I take the District iPad home?**

A: Students may take the iPad home once the orientation has been completed and the Acceptable Use Policy and Insurance Form have been signed.

**Q: May I access the Internet and my printer at home with the District iPad?**

A: You may use the iPad at home and access your home internet in support of academics. There is a filter installed on the iPad. Parents should not rely on the filter as a catch-all for inappropriate content. There is no such thing as a perfect filter. Under no circumstances should anyone try to tamper with the installed filter. Any attempts to remove or manipulate the filter will be considered a violation of the Acceptable Use Policy.

**Q: What do I do if my District iPad doesn't work or is damaged?**

A: Please report to the Technology Department as soon as possible. It is important not to delay as one problem can lead to another if not solved right away. If your iPad is damaged, we will fix it or send it out for repair. If it needs to be repaired, we will loan you an iPad to use until it is returned. Under no circumstances should you or anyone else take the iPad to a third party to try to fix. District provided iPads are property of the school district and District personnel shall fix related problems.

**Q: May I put games or software on the District iPad?**

A: Any appropriate games, software, or music that you have legally purchased may be put on your iPad, however; if you install anything on the iPad that causes the iPad to stop functioning, it will be removed. The District is not responsible for any loss incurred for personally owned software, games, or music. Under no circumstance shall students have pay-for games, pay-for software, or music on the iPad which you have not purchased. Unlicensed/illegally obtained media is prohibited and may result in legal action for copyright infringement and/or software piracy by the licensed owners of such.

**Q: How do I carry my iPad?**

A: Always carry the District iPad in its case, even when at home.

**Q: Where do I keep my District iPad while at school?**

A: At school, you will use your iPad for nearly all your classes. For any classes not requiring your iPad, or during lunch, you must store your iPad in your locker or at a powering station. If you do not do this, you run the risk of having your iPad collectedby faculty/administrators. You are responsible for the iPad and should never leave it unattended or unsecured.

**Q: Is there anything special I should do with my District iPad at home?**

A: Be sure you plug it in overnight so you come to school with a fully charged battery. Also, be sure to bring your iPad and power cord with you every day to school. You will be responsible if your iPad is not ready for classwork every day. It will be viewed as if you have left your textbook at home if your iPad is not charged and ready to go every morning.

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**iPAD RESPONSIBLE USAGE**

As the Troy Area School District embarks on the journey to enrich learning experiences, students are encouraged to use District resources such as computers, tablets, software, e-mail, and the internet for educational or school related activities and for the exchange of useful information. The iPad is the property of the District and is to be used solely by the student it is being issued to for academic reasons.

Appropriate or acceptable educational uses of the iPad include:

* The use of software, hardware, email, and the intranet/internet for academic purposes.
* Accessing the Internet to retrieve information from libraries, databases, and websites to enrich and expand learning opportunities.
* E-mail and online work to facilitate communication and for school projects and/or assignments.

All users are expected to conduct their online activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as possible disciplinary, legal, or other action necessary. All district policies with regard to the use of school property are in effect. Examples of specific board policies that will regulate the use of the iPads are Board Policy 224: Care of School Property, Board Policy 237: Electronic Devices, Board Policy 248: Harassment, and Board Policy 249; Bullying/Cyberbullying. Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law or the Acceptable Use Policy (Board Policy 815), the rules of network etiquette, and would disrupt the educational environment or hamper the integrity or security of school network. Some unacceptable practices include:

* + The use of Instant Messaging or screen-sharing programs with other students during school hours.
  + Transmission of any material in violation of any U.S. or state law, including but not limited to: copyrighted material without the written permission of the author or creator; threatening, harassing, pornographic, or obscene material; or material protected by trade secret.
  + As with all forms of communications, e-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of messages, images, cartoons or the transmission or use of e-mail or other computer messages that are sexually explicit constitute harassment, which is prohibited by the Troy Area School District.
  + The use for personal financial, political, or commercial gain, product advertisement, or the sending of unsolicited junk mail or chain letters is prohibited.
  + The forgery, reading, deleting, copying, or modifying of electronic mail messages of other users is prohibited.
  + The creation, propagation, and/or use of computer viruses or other malicious logic is prohibited.
  + Deleting, examining, copying, or modifying files and/or data belonging to other users is prohibited.
  + Unauthorized copying/installation of software applications belonging to the school is prohibited.
  + Intentional destruction, deletion, or disablement of installed applications on any iPad is prohibited.
  + Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network /Internet. Attempts to breach security codes and/or passwords are considered a form of vandalism.
  + Destruction of hardware or software or attempts to exceed or modify the parameters of the system is prohibited.

Access to school e-mail and similar electronic communication systems is a privilege, and certain responsibilities accompany that privilege. District users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. All users are required to maintain and safeguard password protected access to both personal and confidential District files and folders.

Unauthorized attempts to access another person’s e-mail or similar electronic communications or to use another's name, e-mail, or computer address or workstation to send e-mail or similar electronic communications are prohibited and will subject the individual to disciplinary action. Anonymous or forged messages will be treated as violations of this policy. Nothing in this policy shall prohibit the District from intercepting and stopping e-mail messages that have the capacity to overload the computer resources. All users must understand that the District cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over e-mail.

The District reserves the right to access e-mail to retrieve information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, to check Internet access history, or to disclose messages, data, or files to law enforcement authorities. Any information contained on any computer, cloud, or internet transmitted through or purchased by the Troy Area School District are considered the property of the District. Files stored or transmitted on District equipment, cloud services, or the network are property of the District and are subject to review and monitoring. The District reserves the right to confiscate the property at any time.

This agreement applies to stand-alone devices as well as devices connected to the network or Internet. Any attempt to violate the provisions of this agreement will result in revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action, and/or appropriate legal action may be taken. The decision of Technology Department and building administrators regarding inappropriate use of the technology or telecommunication resources is final.

**DAMAGE AND THEFT**

Monetary remuneration may be sought for damage necessitating repair, loss, or replacement of equipment and/or services.

**Liability**

The iPad is issued to the student who, with his or her parents or legal guardians, are the only authorized users of that iPad. Although each student accepts responsibility for the care and use of the iPad, the iPad remains the sole property of the District.

The District owns licenses for the software installed on the iPad. Under no circumstances may any of this software be transferred to any other device. However, in the event of damage to the iPad caused by vandalism or negligence as determined by our repair provider, parents will be charged for the required repair as per our graduated repair fee schedule. Intentional damage by the authorized user student or a member of their family will be the full responsibility of the parent/student.

**Case**

Each student will be given an iPad carrying case prescribed by our insurance provider. The iPad must be transported in the provided case **at all times**. Students may NOT personalize or alter the District provided carrying case in any way. Cases are to be removed only by the District Technology Department staff.

**Daily Use**

Students are expected to arrive at school every day with their iPad battery fully charged and with the iPad power adapter. Students that fail to bring these items in or do not have their battery fully charged will be subject to appropriate disciplinary action.

**Network Access**

Use of the District network is governed by the District Acceptable Use Policy (Board Policy 815). Students have an Office 365 OneDrive accessible only to them, their teachers, and the Technology Department. They also have access to content, shared by other students and teachers.

**Web Access and E-mail Access**

Students will utilize their school issued e-mail account to communicate to teachers and administrators. Under no circumstances shall students use their own personal email to communicate with District employees.

**After School**

Under no circumstances should iPads and/or carrying cases be left on the practice/game field before, during, or after practice or games. Lockers must be locked at all times. Students are responsible for damage or theft of iPads and carrying cases if left unsecured. Students will be allowed to return to the locker room to retrieve their iPad/carrying case at the end of practice /game. The student needs to plan to assume responsibility for the iPads during all after school activities.

**Power adapters**

On a case by case basis, loaner power adapters are available in Technology Department. A student may borrow a charger during the day by signing it out. It must be returned at the end of the day.

**Care**

iPads should not be left in temperatures below 35 degrees or above 90 degrees. Food, drinks, or pets should not be near the iPads to avoid damage. Rain, wet hands, and high humidity are risky to iPads and should be avoided. iPads are not to be left in a vehicle, this encourages theft and exposes the iPad to temperature changes outside of their operating limits. This is considered negligence (please refer to the section titled *Liability)*.

Students may not personalize the iPad, case, or peripherals in any way. This constitutes vandalism and will be subjected to appropriate disciplinary action and where appropriate, monetary restitution. If students believe their iPads or cases are in need of cleaning, they should bring the iPad to the District Technology Center. Do not clean the iPad or case yourself. Cases are only to be removed by the District Technology Department staff.

The iPad should be with the student or locked in his or her locker in the school building at all times. Students should always guard their iPad closely. It must not be left on car seats, on benches, or anywhere that might be tempting to others. Unattended iPads at school are subject to be collected by faculty and taken to the school office or Technology Department.

**Loaner iPads**

Should the iPad become inoperable, a student will be issued a loaner iPad while their iPad is being repaired. The loaner iPad assumes all aspects and policies of the student originally issued iPad.

**Troubleshooting**

Students should report any iPad problems (i.e. software issues, syncing, etc.) to the classroom teacher or to the Technology Department as soon as possible. Students are prohibited from trying to troubleshoot any hardware problem. Under no circumstances shall the District owned iPad be taken to a third party for repair or troubleshooting. All issues relating to the functionality of the iPad shall be reported to the Technology Department.

Failure to abide by this policy, regardless of the resolution, will be considered vandalism and or negligence. (Please refer to the section titled *Liability)*

**All physical damage to the iPad must be reported immediately to a responsible adult-either at home or at school. It must be reported to the Technology Department no later than the next school day. The Technology Department will arrange for repair and a loaner as needed. Intentional damage is not covered by our iPad warranty. Intentional damage will be the full responsibility of the parent/student.**

**The district has arranged for insurance from AGiProtect which covers any accidental damage to the iPad. The cost to parents/students for this coverage is $20.00/year (prorated for students receiving Free or Reduced Lunch) . Accidents include unintentional actions such as drops, drink spills, etc. Intentional acts, as determined by the Technology Department and/or repair service, include any action to do intentional physical damage to the iPad.**

**If insurance is not purchased there will be no loaner and the parents/students will be invoiced for cost of all damages**

**Damages not covered under the Plan include, but are not limited to, the following:**

**(1) damage that occurred to the device prior to the installation of the provided AGiRepair case,**

**(2) damage that occurred to the device while not in the provided AGiRepair case,**

**(3) damage due to fire, flood, mass vandalism, theft, or any other acts of nature**

**(4) bent back cases and logic boards that are deemed unrepairable by AGiRepair,**

**(5) any defects or recalls that fall under an existing manufacturer warranty,**

**(6) purposeful acts that causes damage to the device that prevents it from performing as intended by the manufacturer.**

**All lost or stolen iPads need reports filed with the Technology Office, building principal and local police within 24 hours of the loss or theft. A copy of the police report will be required to be submitted to the building administrator.**

If it is determined that it is the responsibility of the parents/guardians to pay for damages or loss, invoices should be paid within 30 days of receipt. If bills are not cleared within 30 days, students/parents will be invoiced for labor costs as well. Invoices over 90 days may be filed with the District Magistrate. Payment plans can be setup (if necessary) by contacting Mrs. Traci Gilliland at 570-297-2750

**GUIDELINES REGARDING CYBER SAFETY**

The District needs to provide a learning environment that integrates today’s digital tools, accommodates mobile lifestyles, and encourages students to work collaboratively in team environments. Through providing this learning environment, we will meet these demands which will allow students to manage their own learning at any time and any location. However, the Internet is not the place for an all-access pass. Students of all ages need supervision. Below are a few tips that can help keep your child safe online.

* + You should spend time with your child on-line by having them show you his/her favorite online destinations. At the same time, explain about online dangers. Make sure your child keeps passwords secret from everyone (except you). Even best friends have been known to turn against one another and seize control of each other’s online accounts.
  + Instruct your child that the iPad is to be used in a common open room in the house, not in their bedroom. It is much more difficult for children to fall prey to predators when the iPad screen is actively being watched by others.
  + If you can, utilize additional content filters at the modem/router level. Remember that even though the school has a filter on the District iPad, it will not be able to block all objectionable material. Content filters are not 100% fail safe. Do not rely on the content filter to protect your child.
  + Always maintain access to your child’s social networking and other on-line accounts and randomly check his/her e-mail. Be up front with your child about your access and reasons why. Tell him or her that protecting them is your job as a parent.
  + Teach your child the responsible use of the resources on-line. Instruct your child:
* To never arrange a face-to-face meeting with someone they met on- line;
* To never upload (post) pictures of themselves onto the Internet or on-line service to people they do not personally know;
* To never give out identifying information such as their name, home address, school name, or telephone number. Teach your child to be generic and anonymous on the Internet. If a site encourages kids to submit their names to personalize the web content, help your child create online nicknames that do not give away personal information;
* To never download pictures from an unknown source, as there is a good chance there could be sexually explicit images;
* To never respond to messages or bulletin board postings that are suggestive, obscene, belligerent, or harassing;
* That whatever they are told on-line may or may not be true.
* Set clear expectations for your child. Does your child have a list of websites that he/she needs to stick with when doing research? Is your child allowed to use a search engine to find appropriate sites? What sites is your child allowed to visit just for fun? Write down the rules and make sure that he/she knows them.
* Stay involved with your child’s school by remaining in close contact with your child’s teachers and counselors. If trouble is brewing among students online, it may affect school. Knowing what’s going on at school will increase the chances that you’ll hear about what’s happening online.
* Tell your child that people who introduce themselves on the Internet are often not who they say they are. Show your child how easy it is to assume another identity online. Don’t assume your child knows everything about the Internet.
* Video-sharing sites are incredibly popular with children. Children log on to see the funny homemade video the other children are talking about; to watch their favorite soccer player score a winning goal; even to learn how to tie a slip knot. With a free account, users can also create and post their own videos and give and receive feedback. With access to millions of videos comes the risk that your child will stumble upon something disturbing or inappropriate. YouTube has a policy against sexually explicit content and hate speech, but it relies on users to flag content as objectionable. Sit down with your child when they log onto video-sharing sites so you can guide their choices. Tell them that if you’re not with them and they see something upsetting, they should get you.
* Remind your child to stop and consider the consequences before sending or posting anything online. He should ask himself, “Would I want my parents, my principal, my teacher, and my grandparents to see this?” If the answer is no, then they shouldn’t send it.
* Learn to use privacy settings. Social networking sites, instant messaging programs, even some online games offer ways to control who your child can chat with online or what they can say to each other. Visit the sites where your child goes and look for the sections marked “parents,” “privacy,” or “safety.”

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**CYBER-BULLYING**

The Troy Area School District is committed to providing all students with a safe, healthy, and civil school environment in which all members of the school community are treated with mutual respect, tolerance, and dignity. The School District recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the School Board will not tolerate bullying by District students. For more information, please see Board Policy 249.

1. What is a cyber-bully?

a. A cyber-bully is someone who uses Internet technology to act cruelly toward another person. Online attackers can be anonymous over the Internet and behave in ways they never would in person. Online attacks can take on a life of their own: A false rumor or a cruel prank can spread quickly among classmates and live on forever in personal computers and cell phones. A fresh new attack threatens wherever there is an internet connection, including the one place where they should feel safe: home.

2. A cyber-bully might:

a. Use a phone to make repeated prank calls or send unwanted text messages to the victim.

b. Post cruel comments to the victim’s social network site, send unkind emails or instant messages to the victim.

c. Create a fake social networking profile to embarrass the victim.

d. Use a victim’s password to break into his/her account, change settings, lock the victim out, or impersonate the victim.

e. Forward the victim’s private messages or photos to others. The bully may trick the victim into revealing personal information for this purpose.

f. Forward or post embarrassing or unflattering photos or videos of the victim.

g. Spread rumors through IM, text messages, social network sites, or other public forums.

h. Gang up on or humiliate the victim in online virtual worlds or online games.

3. Here are five suggestions to protect your child:

a. Remind your child never to share his/her passwords, even with good friends.

b. If your child has a bad experience online, he/she should tell you right away. If possible, save the evidence in case you need to take further action.

c. Don’t respond to the bully. If the bully sees that your child is upset, he/she is likely to torment even more. Block the bully from contacting your child by using privacy settings and preferences.

d. Remind your child to treat others as he/she wants to be treated. This means not striking back when someone is mean and to support friends and others who are being cyber-bullied. Remind your child if they are experiencing cyber bullying, to tell an adult.

e. Finally, limit the amount of social time your child is online. Studies show that children are more likely to get into trouble on the Internet—including bullying others or being bullied—the more time they spend online. If you need to, limit the computer time to strictly academics.

4. Is Your Child a Victim?

a. Most children won’t tell their parents that they are being bullied because they are afraid their parents will take away the internet or insist on complaining to the bully’s parents. Sometimes children who are bullied are ashamed and blame themselves. Reassure your child that nobody deserves to be mistreated. Tell them that some people try to hurt others to make themselves feel better or because they have been bullied themselves. Let your child know that it is important for you to know what is going on so you can help.

5. Signs that your child is being bullied can be hard to spot but may include:

a. Seeming nervous or unusually quiet, especially after being online.

b. Wanting to spend more or less time than usual on online activities.

c. Not wanting to go outdoors or to school.

d. Problems sleeping or eating.

e. Headaches or stomachaches.

f. Trouble focusing on schoolwork.

6. If you suspect your child is being cyber-bullied, talk to him/her. Tell your child that by talking it over, you can work out a plan to deal with bullying. You might:

a. **Contact the bully’s parents.** Be careful if you decide to do this because it can backfire and make the bullying worse. It is best if you already know the other child’s parents and get along with them.

b. **Contact your school officials.** Make them aware of the problem and ask them to be on the lookout for signs that your child is being bullied at school. The school counselor or principal may have some strategies or even programs in place for handling bullying in school.

c. **Look into filing a complaint against the bully if the behavior persists.** Most internet service providers, websites, and cell phone companies have policies against harassment. You may be able to have the bully’s account revoked.

d. **Contact the police if you fear for your child’s safety.** Cyber-bullying can cross into criminal behavior if it includes threats of violence, extortion, child pornography, obscenity, stalking, extreme harassment, or hate crimes.

7. If you learn that your child is being cruel to someone online, find out why. Often, cyber-bullies are victims themselves. If this is the case with your child, go over the suggestions to help protect them against being bullied. But remind them that bullying someone online or off is never okay.

8. If your child notices someone else being picked on, encourage him/her to support the victim. Many social websites, such as YouTube and Facebook, allow users to report abuse. Bullies often back down when others make it clear they won’t tolerate rude or nasty behavior.

9. Cyber-bullying may be the most common online danger, but as a parent, talking openly about the issue is the best way to give your child the tools to protect him/herself from virtual sticks and stones.



**iPAD USE AND CLASSROOM ROUTINES**

Lockers

* Your iPad should be stored at all times in your locker if it is not stored with you.
* Never pile things on top of your iPad.
* Never leave your iPad on the bottom of the locker.
* Never leave the locker set to open without entering the combination.

Hallways

* Keep your iPad in the carrying case at all times.
* Always use two hands to carry the iPad.
* Never leave the iPad unattended for any reason.

Classroom Habits

* Center the iPad on the desk.
* Lock the iPad before walking away from it.
* Do not put any foreign objects (i.e. pencil) on the iPad keyboard.
* Follow all directions given by the teacher.

Care of iPad at Home

* Charge the iPad fully each night.
* Use the iPad in a common room of the home.
* Store the iPad on a desk or table - never on the floor!
* Protect the iPad from:
* Extreme heat or cold.
* Food and drinks.
* Small children.
* Pets.

Traveling To and From School

* Completely shut down the iPad before traveling.
* Do not leave the iPad in a vehicle.
* If ever in a situation when someone is threatening you for your iPad, give it to them and tell a staff member as soon as you arrive at school.
* Stolen iPads are to be reported to the local police department as soon as possible.

**STUDENT SIGNATURE AND INITIALS -**

I acknowledge that I have read the EATL Program Student Questions and Answers. \_\_\_\_\_\_\_\_\_\_\_\_

*(Student initials)*

I acknowledge that I have read the guidelines for Cyber Safety and Cyber-bullying.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Student initials)*

I acknowledge that I have read, understand, and agree to comply with the EATL Program Responsible Use Policy.

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*(Student PRINTED NAME) DATE*

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*(Student Signature) DATE*

**PARENT/GUARDIAN SIGNATURE AND INITIALS -**

I acknowledge that I have read the EATL Program Student Questions and Answers. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Parent/Guardian initials)*

I acknowledge that I have read the guidelines for Cyber Safety and Cyber-bullying. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Parent/Guardian initials)*

I acknowledge that I have read, understand, and agree to comply with the EATL Program Responsible Use Policy.

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*(Parent/Guardian PRINTED NAME) DATE*

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*(Parent/Guardian Signature) DATE*