

IPad
STUDENT/PARENT HANDBOOK



Franklin Academy
Information Technology Services



School iPad Initiative

The Franklin Academy has initiated a program to investigate the use of mobile learning devices in and around the school. This initiative involves the use of the recently released Apple iPad. During this initial program, the school will have designated faculty members and students issued iPads with predetermined applications installed. Through the course of the school year there will be data gathered on the actual and potential uses of this device on a larger scale across the school.

All users of the iPad will be required to review this document, as well as sign an agreement with the school to protect the hardware and software inherent with this technology. Participation in this initiative also requires frequent review with the administration and IT department to assess the included components and level of use through the course of the instructional day.

Goals for Student Users

- To increase students productivity in and outside of the classroom when completing assignments, projects and other activities assigned in all classes.
- To capitalize on the convergence of academic resources such as textbooks, scholarly sources, content rich media, and best practices.
- To facilitate mobile learning across the school campus and beyond.
- To promote leadership in one's own learning by establishing access to educational resources and providing a host of tools to craft information in ways that support specific curricular areas.

General Information

Student use of the iPad in school falls under the guidelines of the school's Acceptable Use Policy for technology. Access to the internet is monitored through our school's content filtering software and all rules and expectations are applied to the use of the iPad. All applications, activity and documents stored on the iPad are the property of Franklin Academy and subject to regular review and monitoring.

Students should not:

- Modify the iPad in any way other than instructed by the administrator or other school personnel.
- Exchange iPads with another student.
- Allow other students to retain or remove the iPad from their presence.
- Apply any permanent marks, decorations, or modifications to the iPad.
- Remove the supplied cover for the iPad.
- Synchronize the iPad with another computer outside of the school.
- Clear or disable browsing history or set password protection on the device.
- Disable the iPad or its applications.

Failure to comply with these guidelines will be treated as failure to comply with the school's Acceptable Use Policy and will be dealt with as specified in the school's discipline code.

Using the IPAD

Use of the iPad will require a few necessary tasks to keep the device performing well.

- Clean the screen often with approved cleaning towels.
- Make sure hands are clean before using.
- Keep away from food and drink.
- Charge the iPad only with the included charger and using a standard wall outlet for your power source.
- Document any software/hardware issues to your teacher as soon as possible.
- Keep the iPad in a well protected temperature controlled environment when not in use. Do not leave the iPad in a vehicle or locational that is not temperature controlled.

Applications

The Franklin Academy has researched key applications which will be preinstalled on each iPad. Through the course of the initiative, additional applications may be reviewed and added to facilitate academic situations. Purchasing and installing these applications is the responsibility of the school. The student user is not to install any applications not approved by the Franklin Academy. There will be a procedure reviewed in the classroom on how to recommend an application to be added by the school.

Saving Documents

Saving documents with your IPAD is done using "cloud" document sharing capabilities. This requires you to have an account with DropBox or Google Docs. Using this account, you can save and export your documents in a couple different formats for later use. This allows you to access your documents from other computers via the internet. You can also share your documents with others in your class or your instructor.

Printing Documents

Printing documents can be achieved through using Print Central to access several different printers around the school. The available printers should be reviewed carefully to ensure that the print quality is adequate for the job.

Reporting Technical Issues

Any errors or problems with the iPad should be reported as soon as practical. This can be done by informing the office/administration about the issue so it can be addressed in a timely manner. All syncing of the device will be handled through the school to ensure like applications and configurations are found on every device to maximize the potential of the device.

Damage due to a determined accidental cause will be addressed by the school through normal procedures. Damage due to negligence may result in the student assuming the financial responsibility of replacement of the iPad. Students taking the iPad from school property must sign and submit the Parent-Student iPad Use Agreement Form. Student use of the iPad off school grounds may be revoked at anytime by the administration.

Franklin Academy High School
Internet Acceptable Use Agreement/Image Permission

Internet--Terms and Conditions of Use

1) Acceptable Use - The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Franklin Academy. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

2) Privileges - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of Franklin Academy may request the system administrator to deny, revoke, or suspend specific user accounts.

3) Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- a) Be polite. Do not get abusive in your messages to others.
- b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- c) Illegal activities are strictly forbidden.
- d) Do not reveal your personal address or phone numbers of students or colleagues.
- e) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- f) Do not use the network in such a way that you would disrupt the use of the network by other users.
- g) All communications and information accessible via the network should be assumed to be private properly.

4) Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a staff member. Do not demonstrate the problem to other

users. Do not use another individual's account without written permission from that individual. Attempts to logon to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

6) Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to any of the Internet backbones. This includes, but not limited to, the uploading or creation of computer viruses.

School District Internet Use Agreement

STUDENT

I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

User's Full Name: _____

User Signature: _____

Date: _____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes.

I give my child permission to have a school email account.

I give my child permission to use the internet for class assignments.

I give permission for my child's picture to be used as part of the school video news program and newspaper.

I give permission for my child's picture to be used in association with the school web site as part of postings from athletic, organizational, or other academic areas.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

Date: _____