

# Altus Public Schools



## Digital Learning Initiative Handbook

# **A** Altus Public Schools

## Digital Learning Initiative Handbook

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## Digital Learning Initiative

### Overview

The Altus Public School District is proud to announce the APSD **Digital Learning Initiative**, a new and exciting plan focused on enhancing academic learning through new technology services.

Our 1:1 Digital Learning Initiative is on the leading-edge in our state and will serve as a model for other school districts throughout Oklahoma. Our technology philosophy is based on a holistic approach where personalized, digital learning and technology skills are infused throughout the daily teaching and learning process.

#### **Phase I:**

As part of this initiative, all teachers and certified staff were issued state-of-the-art MacBook Air laptop computers for school and home use at the beginning of the 2014-15 school year. These laptop computers were deployed with pre-installed software programs and applications to be used throughout the curriculum. Teachers will use laptops and related technology to enhance communication, collaboration, organization, and production in all classes and subject areas.

#### **Phase II:**

The plan for Phase II of the Digital Learning initiative is to provide students at AIS and AJH with iPads for school and home use beginning in the second semester of the 2014-15 school year. Digital learning resources will be made available at home and school through the District's network for integration into the classroom.

#### **Phase III:**

The plan for Phase III of the Digital Learning initiative is to provide students at AHS with iPads for school and home use at the beginning of the 2015-16 school year. Digital learning resources will be made available at home and school through the District's network for integration into the classroom.

#### **Phase IV:**

The plan for Phase IV of the Digital Learning initiative is to provide students at the elementary schools with iPads at the beginning of the 2016-17 school year. Digital learning resources will be made available at school through the District's network for integration into the classroom.

## 1:1 DIGITAL LEARNING INITIATIVE

The Altus Public School District's Board of Education is pleased to implement the **Altus Public School District's 1:1 Digital Learning Initiative**, an innovative plan focused on enhancing academic learning through new technology resources. As such, the District provides its students and staff access to a variety of technological resources, including laptop computers and iPads/tablets.

The purpose of this policy is to provide clear guidelines and regulations regarding the safe, legal, considerate and responsible use of this technology, as well as all technological resources utilized by students, staff, parents, and volunteers of the Altus Public School District. All Altus Public School District technological resources and information stored on them are governed by district policies and are subject to school supervision and inspection. This policy applies regardless of whether such use occurs on or off school district property, and it applies to all school district technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks, and all devices that connect to those networks. The Altus Public School District reserves the right to monitor, access, retrieve, read and disclose all messages, information, and files which have been created, sent, posted from, stored on, or utilized by its technological resources to law enforcement officials and others without prior notice. Any individual who violates this policy or any applicable local, state or federal laws is subject to disciplinary action, a loss of technology privileges and may face legal action.

### A. EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

School district technological resources may only be used by students, staff and others expressly authorized by the Technology Department. The use of school district technological resources, including access to the Internet, is a privilege, not a right.

Individual users of the school district's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school district technological resources is used that is ethical, legal, respectful, academically honest and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable board policies, the Student and Employee Handbook and other regulations and school rules, apply to use of the Internet and other school technological resources.

In addition, anyone who uses school district computers or electronic devices or who accesses the school network or the Internet using school district resources must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct, should not be construed as all-inclusive.

All students and employees must be informed annually of the requirements of this policy and the methods by which they may obtain a copy of this policy. Before using school district technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

**B. RULES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES**

1. School district technological resources are provided for school-related purposes only during school hours. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning and teaching. Use of school district technological resources for political purposes or for commercial gain or profit is prohibited. Student personal use of school district technological resources for amusement or entertainment is also prohibited.
2. School district technological resources are installed and maintained by members of the Technology Department. Students and employees shall not attempt to perform any installation or maintenance without the permission of the Technology Department.
3. Under no circumstances may software purchased by the school district be copied for personal use.
4. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as cheating, as stated in the Student Code of Conduct.
5. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors. All users must comply with District policy on Student Bullying, Harassment, Threat, Violence and Assault, when using school district technology.
6. The use of anonymous proxies to circumvent content filtering is prohibited.
7. Users may not install or use any Internet-based file-sharing program designed to facilitate sharing of copyrighted material.
8. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
9. Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personal identifying information, or information that is private or confidential, such as the home address or telephone number, credit or checking account information or social security number of themselves or fellow students. In addition, school employees must not disclose on school district websites or web pages or elsewhere on the Internet any personally identifiable, private or confidential information concerning students (including names, addresses or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Education Rights and Private Act (FERPA). Users also may not forward or post personal communications without the author's prior consent.

10. Users may not intentionally or negligently damage computers, computer systems, digital or electronic devices, software, computer networks or data of any user connected to school district technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.
11. Users may not create or introduce games, network communications programs or any foreign program or software onto any school district computer, electronic device or network without the express permission of the director of technology or designee.
12. Users are prohibited from engaging in unauthorized or unlawful activities, such as “hacking” or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.
13. Users are prohibited from using another individual’s ID or password for any technological resource without permission from the individual. Students must also have permission from the teacher or other school official.
14. Users may not read, alter, change, block, execute or delete files or communications belonging to another user without the owner’s express prior permission.
15. Employees shall not use passwords or user IDs for any data system for an unauthorized or improper purpose.
16. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
17. Teachers shall make reasonable efforts to supervise students’ use of the Internet during instructional time, to ensure that such use is appropriate for the student’s age and the circumstances and purpose of the use.
18. Views may be expressed on the Internet or other technological resources as representing the view of the school district or part of the school district only with prior approval by the superintendent or designee.
19. Without permission by the board, users may not connect any personally-owned technologies such as laptops and workstations, wireless access points and routers, etc. to district owned and maintained networks. Connection of personal devices such as iPods, smartphones, digital tablets and printers is not permitted. The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G service).
20. Users must back up data and other important files regularly.
21. Those who use district owned and maintained technologies to access the Internet at home are responsible for both the cost and configuration of such use.

22. Students who are issued district owned and maintained iPads must also follow these guidelines:

- a. Keep the iPad secure and damage free.
- b. Do not loan out the iPad, charger or cords.
- c. Do not leave the iPad in your vehicle.
- d. Do not leave the iPad unattended.
- e. Do not eat or drink while using the iPad or have food or drinks in close proximity to the laptop.
- f. Do not allow pets near the iPad.
- g. Do not place the iPad on the floor or on a sitting area such as a chair or couch.
- h. Do not leave the iPad near table or desk edges.
- i. Do not stack objects on top of the iPad.
- j. Do not leave the iPad outside.
- k. Do not use the iPad near water such as a pool.
- l. Do not check the iPad as luggage at the airport.
- m. Back up data and other important files regularly.

The Altus Public School District will at times perform maintenance on the laptops by imaging and other support-related services. All files not backed up to server storage space or other storage devices will be deleted during this process. Keep a personal backup of all files for data retrieval.

### **C. RESTRICTED MATERIAL ON THE INTERNET**

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless school district personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, including violence, nudity or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that technology protection measures are used and are disabled or minimized only when permitted by law and board policy. The board is not responsible for the content accessed by users who connect to the internet via their personal mobile telephone technology (e.g., 3G, 4G service).

### **D. PARENTAL CONSENT**

The board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parent or guardian must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and to monitoring of the student's e-mail communication by school personnel. In addition, in accordance with the board's goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Parental permission will be obtained when necessary to create and manage such third party accounts.

### **E. PRIVACY**

No right of privacy exists in the use of technological resources. Users should not assume that files or communications accessed, downloaded, created or transmitted using school district technological

resources or stored on services or hard drives of individual computers will be private. School district administrators or individuals designated by the superintendent may review files, monitor all communication and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School district personnel shall monitor online activities of individuals who access the Internet via a school-owned computer or district-owned equipment. Under certain circumstances, the board may be required to disclose such electronic information to law enforcement or other third parties, for example, as a response to a document production request in a lawsuit against the board, as a response to a public records request or as evidence of illegal activity in a criminal investigation.

#### **F. SECURITY/CARE OF PROPERTY**

Security on any computer system is a high priority, especially when the system involves many users. Employees are responsible for reporting information security violation to appropriate personnel. Employees should not demonstrate the suspected security violation to other users. Unauthorized attempts to log onto any school system computer on the board's network as a system administrator may result in cancellation of user privileges and/or additional disciplinary action. Any user identified as a security risk or having a history of problems with other systems may be denied access. Users of school district technology resources are expected to respect school district property and be responsible in using the equipment. Users are to follow all instructions regarding maintenance or care of the equipment. Users may be held responsible for any loss or damage caused by intentional or negligent acts in caring for computers while under their control. The school district is responsible for any routine maintenance or standard repairs to school system computers.

#### **G. PERSONAL WEBSITES/SOCIAL MEDIA**

The district recognizes the use of online social media networks as a communications and e-learning tool. As a result, the district provides password-protected, innovative social tools for e-learning and collaboration purposes. However, public social media networks may not be used for classroom instruction without prior consent of the superintendent. The use of social media for personal use during district (on-contract) time is prohibited. The district may use publicly available social media for fulfilling its responsibility for effectively communicating in a timely manner with the general public, through designated employees at the direction of the board.

The superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school district or individual school names, logos or trademarks without permission.

##### 1. Students

Though school personnel generally do not monitor students' Internet activity conducted on non-school district devices during non-school hours, when the student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy.

##### 2. Employees

All employees are to maintain an appropriate, professional relationship with students at all times. Employees' personal websites and social media posts, displays or communications must comply with all state and federal laws and any applicable district policies, including the Oklahoma Educator Code of Ethics and Standards of Conduct which requires professional, ethical conduct.



### 3. Volunteers

Volunteers are to maintain an appropriate relationship with students at all times. A volunteer is encouraged to block students from viewing personal information on the volunteer's personal websites or online networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. An individual volunteer's relationship with the school district may be terminated if the volunteer engages in inappropriate online interaction with students.

## **H. FEDERAL ACCOUNTABILITY**

The Altus Public School District in order to be eligible for Federal Funds is required to incorporate and comply with both CIPA and COPPA requirements into the district's Acceptable Use Policy.

### Children's Internet Protection Act (CIPA)

CIPA requires that schools and libraries that receive specific Federal Funds must certify to the funding agency that they have an Internet Safety Policy in place. Such a policy should use technology that blocks access to obscenity, child pornography, or material harmful to minors. It may also include monitoring of children as they are online. Congress wants the Internet Safety Policy to address hacking, chat rooms, e-mail safety, disclosure of personal information concerning children, and unlawful activities of children online. CIPA became effective on April 21, 2001.

**Additionally, the Altus Public School District, in accordance with the Broadband Data Improvement Act (BDIA) of 2008, is implementing a policy addressing cyber-bullying and other social networking issues.**

### Broadband Data Improvement Act (BDIA)

BDIA declares that the issue of Internet safety includes issues regarding the use of the Internet in a manner that promotes safe, online activity for children, protects children from cybercrimes, including crimes by online predators, and helps parents shield their children from material that is inappropriate for minors. BDIA amends the Communications Act of 1934 to require elementary and secondary schools with computer access to the Internet to educate minors about appropriate online behavior, including online interaction with other individuals in social networking websites and in chat rooms and cyber-bullying awareness and response.

## **I. DISCLAIMER**

The board makes no warranties of any kind, whether express or implied, for the service it is providing. The board will not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non-deliveries or service interruptions, whether caused by the school district's or the user's negligence, errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school district specifically disclaims any responsibility for the accuracy or quality of information obtained through its Internet services.



## Altus Public School District Digital Learning Initiative

### STUDENT iPad USER AGREEMENT (SiUA)

**Please read this entire section carefully.**

This agreement is made effective upon receipt of Device, between Altus Public School District (“APSD”), the individual receiving an iPad (“Student”). The Student, in consideration of being provided with an iPad Device, software, and related materials (the “Device”) for use while the Student is enrolled at APSD, hereby agree as follows:

#### PURPOSE

The iPad is to be provided as a tool to assist student learning.

#### 1 EQUIPMENT

**1.1 Ownership:** APSD retains sole right of ownership of the Device and grants permission to the Student to use the Device according to the guidelines set forth in this document and the Acceptable Use Policy. Moreover, APSD administrative staff retains the right to collect and/or inspect the Device at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware.

**1.2 Substitution of Equipment:** In the event the Device is inoperable, APSD has a limited number of spare iPads (loaners) for use while the Device is repaired or replaced. This agreement remains in effect for such a substitute. The Student may not opt to keep a broken Device or avoid using the Device due to loss or damage.

#### 2 CUSTOMIZATIONS

The Student *is prohibited*:

- From adding, removing, or altering files/apps outside the user’s directory on the assigned Device unless authorized by the Technology Department.
- From altering the physical appearance of the device (i.e., stickers, skins, etc.).
- From covering, removing, or altering the asset tags that are placed on the Device.
- From installing apps unless given express permission by the Technology Department.

The Student *is permitted*:

- To take pictures, record sound files, create files such as word processing documents, presentations, and interactive digital files for instructional purposes, at the discretion of the classroom teacher.

### **3 DAMAGE TO EQUIPMENT**

**3.1 Warranty for Equipment Defects:** APSD has purchased a three-year manufacturer's warranty (AppleCare) covering parts and labor. AppleCare covers only damage to the Device caused by manufacturer's defects. No additional charges for repairs covered by warranty will be incurred. \*Liquid and accidental damages (drink spilled, cracked screen, dropped device, etc.) are not covered by AppleCare. However, the District will cover expenses incidental damage caused normal student use.

**3.2 Responsibility for Damage:** The Student is responsible for maintaining a fully working Device at all times. The Student shall use reasonable care to ensure that the Device is not damaged. The Student will be asked to follow guidelines for proper iPad use and directives given by school staff on proper care of the Device. Each Device will be housed in a protective case at all times. These policies apply regardless of where the damage occurs – either on campus or off campus.

**3.3 Gross Negligence:** APSD reserves the right to charge the Student the full cost for repair or replacement when damage occurs due to gross negligence. Examples of gross negligence include but are not limited to:

- Using the Device in an unsafe manner
- Deliberately neglecting or vandalizing the Device
- Losing the Device or not returning the Device for fixed asset inventory



**Altus Public School District  
Digital Learning Initiative**

**STUDENT IPAD USE GUIDELINES**

1. I will take good care of the iPad and accessories so there is no damage to the device.
2. I will protect the iPad by carrying it in the protective case.
3. I will never leave the iPad unattended except at the direction of my teacher.
4. I will never loan out the iPad.
5. I will return the iPad to the charging cart every day at my teacher's direction.
6. I will keep food and beverages away from the iPad since they may cause damage to the device.
7. I will not disassemble any part of the iPad or attempt any repairs.
8. I will use the iPad in ways that are educationally appropriate by following the Acceptable Use Policy procedures and my teacher's instructions.
9. I will not place decorations, such as stickers or markers, on the iPad.
10. I will not deface the serial number on any iPad.
11. I will not change iPad settings, download apps, or use personal Apple ID.
12. I understand that the iPad is subject to inspection at any time without notice and remains the property of the Altus Public School District.
13. I will follow these iPad Guidelines and the Acceptable Use Policy at all times.
14. I will inform my teacher immediately if there is a problem with the iPad.

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By signing this form you indicate that you have read this document and agree to its stated conditions.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
School Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Altus Public School District  
Digital Learning Initiative**

**DIGITAL LEARNING INITIATIVE ACKNOWLEDGEMENT FORM**

By submitting this form I, the undersigned, acknowledge that I have read the following documents and understand the basic use and care of the iPad issued by the Altus Public School District. I also acknowledge that I have attended the orientation session at the time of receiving the iPad.

The purpose of the Altus Public School District Digital Learning Initiative is to support the teaching and learning process through digital resources and devices. As a student, I understand the importance of gaining new skills and appropriately integrating technology into my school experience. I further understand that this technology is a privilege. I agree to take care of the device and use it for instructional purposes.

**Items Submitted:**

- Student iPad Use Guidelines**
- DLI Acknowledgement Form**
- \$30 Technology Usage Fee**

**Items Received:**

- iPad**
- Charger**
- Cable**
- Case with built-in keyboard**

\_\_\_\_\_  
Parent's Printed Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

## **Frequently Asked Questions**

The Altus Public School District is committed to providing our students with the best education possible. In order to maximize learning, today's students require different tools and strategies that were not available in years past. After months of discussion, testing, and research, the Altus Public School District has elected to implement a 1:1 Digital Learning Initiative whereby every student and teacher will be assigned a new digital device. To assist you and your family through this implementation, we have created a list of frequently asked questions and answer regarding the launch of our 1:1 Digital Learning Initiative.

### **What is a 1:1 program?**

A 1:1 program represents the most comprehensive technology integration program available for instructional purposes. It requires that every student and teacher involved the program have direct access to a personal computing device at all times.

### **What is the overall reason(s) for implementing a 1:1 laptop initiative?**

The Altus Public School District 1:1 Digital Learning Initiative guarantees opportunities to elevate success through safe, relevant, innovative and engaging experiences which promote

excellence for all. The purpose of this initiative is to equip students for excellence by providing the best in technology, the best learning environment, and the best opportunity to compete in the 21st century global society.

### **Is there any research to support the implementation of a 1:1 technology program?**

There is a growing body of evidence which documents positive gains collected from 1:1, technology-rich learning environments.

Conclusions drawn from available research include favorable outcomes for students, staff, and the community. Examples include, but are not limited to:

- Increased academic test scores
- Increased student engagement
- Improvement in student and staff attendance.
- Reductions in student behavior problems.
- Increased parental interest in school activities.
- Improved student and staff morale.
- Improved teaching pedagogy toward problem-based learning

### **What type of technology will my child receive?**

Every student will have access to an iPad.

**How much will it cost? What does the cost cover? What are the options for payment?**

Students will incur an annual school fee of \$30. This fee will include typical school workbook and lab fees, as well as new costs related to the technology initiative. For students in grades K – 12, this fee must be paid at registration or Meet the Teacher. Students will be receive an iPad cover/case to properly protect the iPad while in use. This \$3 fee is per child and at all grade levels. Procedures will be in place for students with demonstrated financial hardships (*as they have been in years past*).

**Is the device covered under any insurance plan? What happens if I damage or lose?**

Each device is covered by AppleCare protection plan for warrantied damages. If the device suffers non-warrantied damage (liquid spills, cracked screen, etc.), students will be issued a repair fee, which escalates with each subsequent repair request. The fees are listed below:

- 1<sup>st</sup> Repair - \$50 fee
- 2<sup>nd</sup> Repair - \$100 fee
- 3<sup>rd</sup> Repair - \$150 fee



If the device is stolen, a police report must be submitted or the student will be responsible for full replacement costs. If the device is lost, the student is responsible for the full replacement costs.

### **Can I opt out of participating in the 1:1 program?**

No. All students will be engaged in instruction, which integrates this new technology. If you do not want your child to take the iPad home, he/she will need to check out a loaner device each day in the. However, all school and homework assignments must be completed and submitted on time. School fees will remain in place for all students.

### **How will you manage the devices?**

The Altus Public Schools will utilize Lightspeed, a Mobile Device Management program installed on each device. The MDM suite allows us to register each device on our server, where we can control the settings of the device, apply rules, and remotely lock/wipe devices and send out software updates. Through this software and other features built-in to computer, the computer's activities can be monitored.

**Is it restricted solely for school purposes? Can I put personal info on it- personal apps, photos, etc?**

Students are encouraged to integrate their iPad into their everyday lives for homework, research and studying purposes. As long as the student-generated content is appropriate and does not violate any policies written in the handbook, students may store pictures, download apps, and use the Internet for related activities.

During the school day, social networking sites like Facebook and Twitter will be blocked by our MDM system. Based on the District's discretion, any websites deemed unproductive to student learning may be blocked using our filter.

**Is a credit card required to download and install software?**

No credit card is required. The Altus Public School District will help setup an Apple ID for each student and teacher which will allow him/her the ability to download apps with permission from the district.

**Will my child use the device in every course?**

The iPad will be issued to students to use as a resource for instruction. The Altus Public School District is implementing a professional

development program with all teachers on the effective integration of technology in the classroom. We expect that how these devices are used in the classroom will vary based on grade level and subject area. The expectation is that the first year of implementation is a year of discovery – giving teachers the opportunity to provide all students with the quality education expected by our community while learning new ways to integrate technology. Some classes may use these devices as a tool for interactive presentations, data gathering and analysis, creative writing, and in-class processing of content.

**My child participated in an after-school club, activity, or sport. Who is responsible for the safe-keeping of the laptop?**

We highly recommend that students leave their iPads in their locked school-assigned lockers when participating in after-school events.