

Decorah Community School District Carrie Lee Elementary School



Digital Learning Environment Handbook

Decorah Community School District Mission Statement

The Decorah Community School District is committed to creating a student-centered environment where individual needs are addressed, cooperation and teamwork are valued, competent professionals lead, community partnerships flourish, a commitment to excellence prevails, and lifelong learning continues.

How can the use of integrated technology help our mission?

By providing the necessary tools and resources for a progressive learning environment characterized by flexibility, collaboration, personalization, creativity, and technology-rich learning.

Decorah Community School District Digital Learning Environment Tools

West Side Early Childhood Center

3 Year Olds - Transitional Kindergarten

iPads issued to each student in the classroom

John Cline Elementary School

Kindergarten - Second Grade

iPads issued to each student in the classroom

Carrie Lee Elementary School

Third - Fourth Grade

iPads issued to each student in the classroom

Decorah Middle School

Fifth - Sixth Grade

MacBook Air iPads issued to each student - home on an as needed basis

Seventh - Eighth Grade

MacBook Air iPads issued to each student - home nightly

Decorah High School

Ninth - Twelfth Grade

MacBook Air iPads issued to each student - home nightly

Carrie Lee Elementary School Digital Learning Environment Program Expectations Handout

Decorah Community School District Mission Statement

The vision of the Decorah Community School District is to create a student-centered environment where individual needs are addressed, cooperation and teamwork are valued, competent professionals lead, community partnerships flourish and a commitment to excellence prevails, and life-long learning continues.

The focus of the Digital Learning Environment (DLE) at Carrie Lee Elementary School (CLE) is to provide necessary tools and resources for technology integration characterized by flexibility, collaboration, personalization, creativity, and technology-rich learning that will lead students to be ready to work and learn in the 21st Century. At CLE, technology will be integrated throughout the educational program. The CLE school empowers students and teachers to use technology anytime a task calls for it.

Learning at CLE requires interaction among students, educators, parents, and the extended community. Implementation of a DLE enables learning that is no longer limited by the four walls of a classroom or building.

The policies, procedures, and information within this document apply to all district-owned iPads used by CLE students. Individuals and/or teams of teachers may set additional requirements for use in their classroom.

Use of the iPad is at all times subject to the rules governing legal and ethical behavior set forth in the Decorah Community School District Student Computer/Internet Usage Acceptable Use Policy, Code No. 604.3, this document, other pertinent Decorah Community School District Policies, and applicable laws. Students shall abide by these rules whenever using the iPad, whether at school or away from school.

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of the Decorah Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator. Contact the Central Administration Office at (563) 382-4208 for more information.

1. Equipment, Distribution, and Collection

1.1 iPad Checkout

iPads will be distributed each fall to Carrie Lee Elementary School students. Parents/guardians and students must complete eRegistration before iPads are issued. For management and educational reasons, all iPads will have the same initial Apps. Each iPad will include an iPad sleeve, name tag, and any academically required software/apps. The district will maintain inventory and serial numbers records of all provided equipment and accessories. The district may have the ability to find a lost or stolen iPad using location software.

The district retains the right to collect and/or inspect the iPad at any time, including by remote access in accordance with applicable law. Students shall have no expectation of privacy with the iPad, any data, and/or other materials contained in the iPad. The district, with or without prior notice, can check the iPad at any time.

1.2 iPad Check-in

The iPad and iPad sleeve will be returned to school the following day.

If a student fails to return the iPad at the end of the school year or upon termination of enrollment at CLE, that student may be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad, or, if applicable, any insurance deductible. Failure to return the iPad may result in a theft report being filed with the Decorah Police Department. Another iPad may not be distributed to the student the following school year or on re-enrollment at CLE until the terms of replacement are met.

Just like a textbook or a uniform, the iPad is the property of Decorah Community School District, and each student is responsible for returning it in reasonable condition. Loss or damage to the iPad or accessories beyond normal 'wear and tear' is the responsibility of the student. The student will be charged the actual cost of any needed replacement or repairs, not to exceed the replacement cost of the iPad.

2. Taking Care of Your iPad

Students are responsible for the general care of the iPad and iPad sleeve, which they have been issued by the school. iPads and/or accessories that are broken or fail to work properly should be taken to the classroom teacher.

2.1 iPad Sleeve

The district provides a sleeve that has sufficient padding to protect the iPad from normal day-to-day treatment. The guidelines below should be followed:

- a. iPads should always be carried in the iPad sleeve provided by the district. When transporting your iPad, it must be secured in your iPad sleeve. The iPad sleeve should always be zipped shut.
- b. Your iPad sleeve should not carry anything other than your iPad.

2.2 Screen Care

Screens can be damaged from excessive pressure on the screen.

- a. Do not apply pressure or stack items on top of the screen of iPad.
- b. Do not place anything in the iPad sleeve that will press against the screen. Pens and/or pencils should not be in the iPad sleeve.
- c. iPad screens will be cleaned at school.

2.3 Storing Your iPad

When students are not using their iPad, it will be stored in their classroom. Nothing should be placed on top of the iPad. When possible, hang your iPad sleeve on the hook found in your locker. iPads should not be stored in a vehicle in extreme heat or cold because extreme temperatures can affect the battery, screen, and/or other parts.

2.4 iPads Left in Unsupervised Areas

- a. Under no circumstances should iPads be left in unsupervised areas. Although not an inclusive list, unsupervised areas include school grounds, lunchroom, locker room, library, unlocked classrooms, commons, and hallways. Any iPad left in these areas is in danger of being stolen or damaged.
- b. If an iPad is found in an unsupervised area, it should be taken to the office immediately.
- c. iPads will not go on field trips, athletic events, and/or extracurricular activities unless permission is granted from the supervising adult/principal.
- d. iPads are not permitted in the restrooms.

2.6 How to Handle Problems

Promptly report any problem to the homeroom teacher.

3. Using Your iPad at School

iPads are intended for use at school each day and should be used for educational purposes only. School announcements, calendars, schedules, and PowerSchool may be accessed using the iPad.

3.1 iPad Undergoing Repair

Loaner iPads may be issued, if available, to students when their iPad needs repair. The provisions of this handout remain in effect for loaner iPads.

3.2 Charging Your iPad's Battery

iPads will be charged at school.

3.3 Personalizing iPads

Inappropriate media such as presence of inappropriate expressions or depictions of prohibited items, including drugs, tobacco, and alcohol-related products may not be on the iPad. **No stickers or skins are allowed on any iPad or accessory.** Inappropriate photos/media may result in disciplinary action.

3.4 Sound, Music, Games, Books, or Programs

- a. All software/apps/games must be district provided.
- b. Videos, streaming videos, and music sites may only be used which have educational value and purpose as deemed by the teacher.
- c. Personal iTunes accounts, videos, streaming videos, music sites may not be accessed.
- d. Music sites that are allowed include *Soundzabound*, AEA online, and teacher required sites.

3.5 Internet Access

Students are allowed to access wireless networks on their iPad when away from school. Students should not use privately owned access points without prior consent. The Decorah Community School District makes no guarantee that their network will be up and running 100% of the time. When the network is down, the District will not be responsible for lost or missing data.

3.6 Saving to the iPad

Students may save work on their iPad although limited storage space is available. It is the student's responsibility to ensure that work is not lost due to accidental deletion. iPad malfunctions are not always an acceptable excuse for not submitting work. Any iPad malfunction should be reported to the office as soon as possible. Teachers will instruct students on methods of managing workflows with Cloud based storage.

4. Software/Apps on iPads

4.1 Originally Installed Software

The software/apps originally installed by Decorah Community School District must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications or apps for use in a particular course. Periodic checks will be made to ensure that students have not removed required apps or software.

4.2 Additional Software

Students are not allowed to download extra software/apps and/or personal iTunes accounts on their iPads. CLE will synchronize iPads so that they contain the necessary software/apps for schoolwork.

4.3 Inspection

Students may be selected at random to provide their iPad for inspection. iPads are the property of Decorah Community School District, and any district administrator or technology staff may confiscate any iPad,

at any time, for inspection for any purpose. The district also has the right to electronically access a iPad remotely for any reason in accordance with applicable law.

4.4 Procedure for Re-Loading Software

If technical difficulties occur or illegal or non-CLE installed software/apps are discovered, the iPad will be restored. The school does not accept responsibility for the loss of any software/apps or documents deleted due to a re-format and re-image.

5. Digital Citizenship

The use of the Decorah Community School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Decorah Community School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Decorah Community School District. This handout is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of the iPad. If a person violates any of the terms and conditions named in this handout or the District Acceptable Use Policy or other pertinent District policies or applicable law, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action may be applied.

5.1 Parent/Guardian Responsibilities

Your child has been loaned an iPad to enhance his/her education this year. To help ensure the safe, efficient, lawful, and ethical operation of the district's iPad, the terms of this handout and the Decorah Community School District Acceptable Use Policy and other pertinent District policies and applicable laws must be followed. In order for your child to use this iPad, you must be willing to accept the following conditions and responsibilities.

Parent(s)/Guardian will:

- a. Discuss the expectations and precautions that should be followed while on the Internet.
- b. Supervise the iPad at home.
- c. Review this handout and all policies on using the iPad with the student and require compliance with these provisions.
- d. Wireless Internet at home is the responsibility of the parent/guardian.

Should you want to opt out of taking an iPad home, you will need to sign a form indicating this and understand that your child is still responsible for meeting the course requirements which will be expected to be submitted using the same applications and formats as are utilized on the assigned iPad.

5.2 Student Responsibilities

- a. **Do not delete 'history'.**
- b. Use the iPad and accessories in a responsible, ethical, and legal manner.
- c. iPads must be brought to school each day following them going home.
- d. Use the iPad for educational purposes only. Students may not play non-educational games on their iPad at school during school hours.

- e. Obey school rules concerning behavior and appropriate language.
- f. Comply with all copyright laws.
- g. Report any security problems.
- h. Be the only user of the iPad. Loss or damage that occurs when anyone else uses your iPad will be the full responsibility of the student and/or family.
- i. Secure iPad when not in use.
- j. Report inappropriate digital content immediately to an adult.
- k. Do not alter anything in 'settings'.
- l. Do not deface your iPad with stickers, markers, etc.
- m. Do not reveal your password to another user.
- n. Only use the iPad's recording capabilities for educational purposes, with consent of the participants and their knowledge of the intended use, and with the staff approval.
- o. Review this handout and all policies with parent/guardian and comply with these provisions.

5.3 Activities Strictly Prohibited

- a. Illegal installation or transmission of copyrighted materials.
- b. Any action that violates existing DCSD board policy or applicable law.
- c. Creating, sending, accessing, uploading, downloading, or distributing profane, threatening, pornographic, obscene, or sexually explicit materials.
- d. Changing iPad settings (exceptions include personal settings such as font size, brightness, etc.).
- e. Downloading software/apps.
- f. Spamming and/or sending mass or inappropriate emails.
- g. Gaining access to other students' accounts, files, and/or data.
- h. Using the school's Internet/e-mail accounts for financial or commercial gain or for any illegal activity.
- i. Using anonymous and/or false communications.
- j. Providing personal information over the Internet should only occur with the permission of your teacher/parent/guardian.
- k. Vandalizing (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment.
- l. Transmitting, accessing, or creating materials that are obscene, threatening or otherwise intended to harass, demean, or bully recipients.
- m. Bypassing Decorah Community School District's web filter or security measures.

5.4 Legal Decorum

The following expectations shall also be followed in connection with use of the iPad:

- a. Comply with trademark/copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- b. Plagiarism is a violation at CLE. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- c. Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the District.

Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.

6. Repairing or Replacing Your iPad

6.1 Lost or Stolen iPad

All lost or stolen iPads, including accessories, insurance claims must be reported to the Carrie Lee office immediately. Students or parents may be required to file a police or fire report and bring a copy of the report to the principal's office before an iPad can be repaired or replaced.

6.2 Damaged iPad

All damaged iPads, including accessories, must be reported to the homeroom teacher immediately. Students will be held responsible for ALL damage caused to the iPads loaned to them including, but not limited to: broken screens, cracked pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new iPad, the student and parent/guardian will pay for full replacement value.

6.3 Fines for Replacement or Repair of Lost or Damaged iPads

The student shall use reasonable care to ensure that the iPad and accessories are not lost or damaged. In the event of loss of the iPad, including accessories, the student and parent/guardian may be fined for the actual cost of replacement of the iPad. In the event of damage to the iPad, including accessories, the student and parent/guardian may be fined for the actual cost of repair of the iPad, not to exceed the cost of replacement. The determination of whether a student and parent/guardian shall be charged for damage or loss to a iPad shall be determined by the district administration on a case-by-case basis and in accordance with this handout and applicable board policies, regulations and the law.