All students in grades 3 through 8 will be issued an iPad and charger. This iPad will be assigned to that student until he/she finishes 8th Grade or leaves the district. Here are some useful guidelines for iPad use and care for these students.

Please remember that all use of Troy School District ("TSD" or "District") technology must conform to the Technology Acceptable Use Policy and the Student Code of Conduct. These documents can be found on our website.

Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at TSD for any other reason, must return their iPad and charger on the date of termination. If the charger is lost or damaged it is expected that the student will purchase an authorized replacement from Apple and return it with the device.

Device

iPads are the property of Troy School District, as are student email addresses, which are also used as student Apple IDs. Each student will enter his/her name in the General > About setting and take a selfie to set as his/her lockscreen to easily identify the iPad. Students may use a Sharpie or other marker to write their name on the back of the iPad next to the barcode for the same purpose.

Protective Case

iPads are issued with a District-approved case which covers both screen and device. This cover is not to be removed, tampered with or replaced. No enhancements should be made to the case or iPad such as stickers, jewels, or coloring.

No other items should be stored or carried within the iPad case to avoid pressure and weight on the screen. It is recommended that students use a Ziploc-type plastic bag or other waterproof protective additional cover for their iPads when in their backpacks to protect from spills. Students should treat the case with care to avoid breakage/damage.

Charging the iPad

Students are issued an Apple iPad charger which should be kept in a central location in the home and used each night to keep the device charged and ready for use during the school day. It is the student's responsibility to bring the iPad fully charged each school day. It is also recommended that students use a removable sticker, if necessary for easy identification in the case of multiple chargers in the home. If the charger is lost or damaged it is expected that the student will purchase an authorized replacement from Apple.

Email

Students are issued a District email address. The District student email is a closed system. Emails can only be sent/received within the @troyschools.org environment. Students cannot send or receive emails from or to any outside email address. Only the student's District-issued email address should be used for email, calendar and contacts.

Apple ID

Student's email address is also used as their Apple ID. Parents/guardians may set the password to this Apple account, but the student is responsible for remembering it, and students will be prompted to enter that password every time they download an app from the TSD Catalog or App Store. Teachers and building Computer Techs may need this information to troubleshoot issues with iPads.

Students should only log into their District Apple account. The District does not support activity conducted using any other Apple account(s).

Apps and the App Store

All apps should be downloaded from the TSD Catalog (accessible through a link on the iPad.) The TSD catalog contains approved apps that are submitted by teachers to the teaching and learning department and approved.

All apps must be approved by the District. Building Computer Techs and other District personnel will work with teachers to make sure that all student

iPads are compliant with District policies. Students should only be loading apps that support the educational process and are of educational value onto their iPads. This can be from the TSD catalog or the App Store. Students should be aware that non-compliant apps and materials may be deleted as space is needed and/or at the discretion of District personnel.

The App Store is limited to Apps with a 12+ rating or below. Students can only see age-appropriate Apps. In order for the TSD Catalog to function, the District cannot completely restrict the App Store.

Passwords

Students are responsible for remembering their Apple ID password. Building Computer Techs can reset forgotten passwords for students; students are responsible for informing parents/guardians of any password change.

Students will also be responsible for remembering their Troy District Network Login and password, which they will use to access all technology at school and from home with the Troy@Home app.

General Login and Password Information

> Network Login – this login is used at school and for Troy@Home.
> Network Login *example*:   jxsmith99
> Network Login password: student's standard Network password
>
> For the App Store – login is the Apple ID and Apple Password (created by parents, this is the one that includes capital letters, numbers, and/or special characters.)
>
> Apple ID *example*: jxsmith99@troyschools.org
> Apple ID password *example*: Student!Passw0rd

Student Email – email address is Network Login @troyschools.org and the password is the student Network Login Password.

Email *example*: jxsmith99@troyschools.org
Email password: student's standard Network password

Passcodes

Students who put a passcode on their iPad must be aware that if they forget the passcode and get locked out of their iPad, the only way to reset it will be to erase the device.

Parent-activated Restricted Access Passcodes are not necessary and strongly discouraged. District Apple IDs are already age-restricted within the App Store, and these passcode restrictions prevent students from downloading needed apps and assignments during the school day.

Storage

Students are free to create movies and other projects on their iPads. However, when space is needed for schoolwork, personal photos, movies, etc., will be deleted or uploaded to OneDrive to make room.

Additional Equipment

The District does not issue headphones, earbuds or external keyboards. These items may be used if provided by the student, but they must work with the District-issued protective case. The case cannot be removed to accommodate add-on equipment.

Printing and Submitting Work

iPads cannot print to District printers. Students will work with their teacher(s) to electronically submit work. Students have access to email and online storage and can access their files from any computer to print a document if needed as well.

Home Use

Parents make the rules for home use and are free to restrict iPads from student bedrooms, play areas, or limit screen time.

Students needing to access the internet on their iPad while at home will need to connect to their home Wi-Fi signal. Students with no home Wi-Fi should work

with their teacher(s) to make sure they get whatever they need downloaded from the internet while at school.

Any time a student needs to use the internet, either directly or within an app, they must log into the District network by going to the Troy@Home link on the iPad. This filter provides students the same internet restrictions put in place at school. All traffic is monitored for inappropriate internet usage.

Their Troy@Home login information is their Network Login and password – refer to the **General Login and Password Information** section. Teachers and building Computer Techs have this information available for students who do not know their Network Login information.

Student Code of Conduct Outside of School

Our Student Code of Conduct outlines the consequences for internet actions that do not take place in school but impact students at school. If there is a report of bullying, plagiarism, inappropriate use of school computers or iPads or any forms of online abuse by students, teachers or parents, our students are expected to inform an adult immediately.

Responsible Use

Students must abide by the District Student Code of Conduct and the Technology Acceptable Use Agreement.

Students should contact their building Computer Tech about any security problems they may encounter.

Students are responsible for monitoring all activity on their account(s)/device.

Students should always secure their iPad after they are done working to protect their work information and device.

Students should leave their iPads safely in their backpacks while being transported on the bus to and from school.

iPads may be used during INDOOR recess at the teacher's discretion.

If a student should receive inappropriate digital content, he/she should immediately notify an adult.

Digital Citizenship

Students are trained by their classroom teachers and by the Media Specialist and Computer Tech in each building. In addition to this, each seventh grader is required to take a 20 week course called Digital Apps where they learn safety and extensive training on the use of technology in their lives.

TSD Staff have been provided professional development in the risks/dangers related to the internet and technology as part of the curriculum. Curriculum is continually evaluated and updated by our Media Specialists to ensure all content is relevant and up to date for our students.

Online Safety

The District's internet filtering system ensures students only have access to appropriate content. This system is continually monitored. Teachers have a process they follow if they would like to request that a site be opened for curricular purposes which includes a review of the site for appropriate content.

If personal devices are brought to school, students can connect that device to our TSD guest network which is student-level filtered. If a student brings a device that does not need Wi-Fi to connect to the internet, they will rely on the safety measures put in place by the parent/guardian governing that student's use of the internet. If this is a concern, students should not bring these devices to school. If an incident of inappropriate use of the internet happens at school using a student's personal device during the school day, the Student Code of Conduct will be enforced.

Appropriate Use of iPad Camera:

Students are responsible for appropriate use of iPad camera features. The iPad comes equipped with both a front and rear-facing camera and video capacities. Student must request permission before recording an individual or group. Recording must be used appropriately in an educational manner.

Information Sharing

The District has posted information on our website addressing privacy and policy concerns with sites, tools and systems that we use. The District ensures that our student data is not shared and we do not give approval to share student data to any 3rd parties with which we work.

Lost/Stolen/Damaged Device

All students should have location services turned on so the school or parent can find the student's iPad. If the iPad is lost, stolen or damaged, refer to the iPad Student Responsibility form, and inform your building Computer Tech.

Criminal Acts:

In cases of theft, vandalism and other criminal acts, a police/fire report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

Opt Out

For information please see the building principal. Students cannot opt out of the use of technology during the school day as it is integrated within instruction at Troy School District with our mission of preparing students to be college and career ready.

Student-owned iPad

Students may choose to use their own personal iPad instead of the district-issued iPad. However, they might not have access to all of the apps and systems that are used in school, and the District cannot provide these for personal iPads. Therefore, it is highly recommended that each student use a district-issued iPad.