

See. Hear. Experience.

Technology as an Accelerator of Learning



Minnetonka Public Schools iPad Program

The changing landscape of the world's information to digital form will require today's students to have a different set of skills than what was required just a decade ago. Future graduates must be equipped with not just the three R's, but also with 21st Century skills of problem solving, critical thinking, communication, and technological literacy. Students will need to be able to quickly find, synthesize and communicate information and collaborate with colleagues—not just in their own office, but within a global community of colleagues and customers.

Minnetonka Public Schools want to ensure students develop the skills and knowledge necessary to responsibly navigate this emerging modern world. Therefore, since 2011, Minnetonka has implemented a 1:1 (student to computing device) program using the Apple iPad to create a seamless and dynamic educational experience for students.

The goals of the 1:1 program are:

- Enhance and accelerate learning
- Leverage technology for individualizing instruction
- Promote collaboration, increasing student engagement
- Strengthen the 21st Century skills necessary for future success

The iPad technology increases access to digital curriculum, in place of traditional print textbooks and classroom equipment. The opportunity to use 1:1 devices gives students access to anywhere, anytime learning.

**Please visit our website for more information
regarding the iPad Program.
www.minnetonkaschools.org/iPad**

District Policies About Technology

Access to the technology in the Minnetonka School District has been established for educational purposes. The use of the Minnetonka School District's electronic technologies is a valued resource to our community. All electronic technologies must be used in support of the educational program of the District. This access may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies.

Failure to comply with the District policies or the guidelines stated in this document for care and use of the iPad may result in the loss of privilege to take the iPad home or use the iPad in general. Specific policies that apply:

- Bullying Prohibition Policy (#514)
- Technologies Acceptable Use Policy (#524)
- Website and Intranet Policy (#525)
- Student use of Cell Phones & Other Personal Electronic Devices Policy (#526)

The iPad is the property of Minnetonka Public Schools and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on an iPad.

iPad Security

Never leave an iPad unattended. When not in your personal possession, the iPad should be in a secure environment. Unattended iPads will be collected and stored in the school's main office.

Do not lend your iPad to another person. Each iPad is assigned to an individual and the responsibility for the care of the iPad solely rests with that individual.

Each iPad has a unique identification number and at no time should the numbers or labels be modified or removed. A school-issued AppleID will be provided. Students should enable the Find My iPad feature to help track the iPad. Students should add a passcode to their iPad to help secure their personal information on the iPad.

Student's Care and Maintenance of the iPad

iPad Care

Carefully transport your iPad to school every day. Avoid placing weight on the iPad. Never throw or slide an iPad. Never expose an iPad to long-term temperature extremes or direct sunlight. An automobile is not a good place to store an iPad.

iPad Screen

The iPad is an electronic device; handle it with care. Never throw a book bag that contains an iPad. Never place an iPad in a book bag that contains food, liquids, heavy, or sharp objects. While the iPad is scratch resistant, it is not scratch proof. Avoid using any sharp object(s) on the iPad. The iPad screen is glass and is vulnerable to cracking. Never place heavy objects on top of the iPad and never drop your iPad. Careful placement in your backpack is important.

iPads do not respond well to liquids. Avoid applying liquids to the iPad. The iPad can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad. Use of unapproved cleaners may remove the protective film covering the face of the iPad.

iPad Cameras & Microphone

The iPad comes equipped with audio and video recording capabilities through a built-in microphone and front and rear-facing cameras. All electronic recordings created with the device must comply with District policies and State and Federal laws. District policy prohibits the use of electronic recording devices in a manner that compromises the privacy interests of other individuals (District Policy #526). District policy also prohibits harassment and bullying (District Policy #514). Users of the iPad device are required to use the device in a manner that complies with these and other District policies. Use of the iPad in a manner that violates District policy may result in revocation of the device and may result in further disciplinary consequence.

Use of the iPad and any other devices with audio and video recording capabilities during instructional time is at the discretion of the teacher and the student must obtain prior approval to use the device for such purposes. Any electronic recordings obtained with the recording device are for instructional/educational purposes and individual use. Therefore, electronic recordings obtained with the iPad may not be shared, published or rebroadcasted for any reason by the student without permission. Furthermore, users of the iPad should be aware that State and Federal laws in many instances prohibit secret or surreptitious recording undertaken without the knowledge and consent of the person or persons being recorded. Violations of State and Federal recording laws may be reported to the proper authorities and may result in criminal prosecution.

Apps & Downloads

School owned iPads must not be synced to any other computer. Only apps that have been approved by the school should be installed on the iPad. All apps will be purchased by the District for academic use and are the property of Minnetonka Public Schools.

iPad Battery

The iPad should be charged using the provided wall charger. Fully charged iPad batteries will typically last 12–15 hours of use. Waiting to charge the iPad until the charge is low (less than 20% life or red indicator light) will extend the battery life. It is the student's responsibility to charge the iPad and ensure it is ready for use in school each day. Failure to do so may result in the student's inability to participate in classroom learning activities.

iPad Case

Your iPad comes with a school issued case. The purpose of the case is to protect the iPad, especially while the iPad is being transported. When not in use, closing the iPad case will save battery life and protect the screen. The iPad must remain in a protective case at all times. Students may decorate and individualize this case (stickers, etc.) if they wish as long as the adornment is appropriate and does not degrade the protective nature of the case. No stickers or any other items should be attached to the iPad itself unless placed there by school staff.

Lost, Stolen, Damaged iPads

If the iPad is lost, it must be reported to the Media Center Staff as soon as possible. It may be the responsibility of the student and family to recover or replace the lost iPad. If necessary, the District and the police will assist in recovery.

Do not attempt to gain access to the internal electronics or repair your iPad. If your iPad fails to work or is damaged, report the problem to the school Media Center as soon as possible. iPad repair/replacement options will be determined by the School Media Center staff. You may be issued a temporary iPad or other materials until your iPad is working properly or replaced. If the iPad is experiencing technical difficulties outside of school hours, you will need to wait until you return to school to fix it.

Replacement fees may be assessed for lost or damaged items, including repair costs and deductibles. The replacement costs for damages and repair are reflected below:

- Replacement cost for the provided iPad case is \$50
- Replacement cost for the provided iPad wall charger is \$25
- A damaged or broken screen may cost up to \$230 depending on what layer of the screen is broken
- Replacement cost for the entire iPad is \$474

The School District offers a voluntary iPad insurance program to protect families from expensive repair costs. The iPad insurance cost is \$40 annually and covers damage but not loss or theft. The insurance program offers complete coverage for the first instance of accidental damage. Additional instances of accidental damage will incur a \$40 deductible. Full details about the insurance program and how to purchase insurance can be found at <http://bit.ly/TonkaiPadInsurance>.

Students who leave Minnetonka Public Schools during the school year must return the iPad to the Media Center, along with any other accessories, at the time they leave.

Parent's Guide

Digital Health and Wellness

Digital Health and Wellness is an important parent-child discussion to revisit frequently, from elementary school through high school. Experts warn that children are most vulnerable to online dangers while in their own home. The following suggestions are drawn from a wide variety of professional sources that may aid you in effectively guiding your child's use of the iPad and other technology devices.

In accordance with the District's Electronic Technologies Acceptable Use Policy (#524), outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the District's educational technologies, including school-issued email accounts and the Internet if the student is accessing the District's electronic technologies from home or through other remote location(s).

Common Sense Media Agreements

The Common Sense Family Media Agreements are checklists that parents can use to guide conversations with their kids about media use. They are designed to help parents establish guidelines and expectations around media use and behavior that are right for their family. Some families are comfortable using them as signed agreements. Others prefer to use them simply as checklists to guide conversations. Either way, they are a great way to help parents and kids get on the same page about media and technology use.
<http://bit.ly/CommonSenseAgreement>

Put the iPad to bed, but not in the bedroom

Parenting experts suggest parking all technology devices, from cell phones to iPads, in a common family room overnight to discourage late night, unmonitored use and sleep disruption. Don't allow your child to sleep in a room with an iPad, laptop or cell phone. Remember to model appropriate use and balance of technology in your own life, too!

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Filter Access

All Minnetonka School iPads have built-in filtering software blocking access to inappropriate sites regardless of whether the device is at school or off campus. However, children

often have complete, unrestricted access to inappropriate sites on other devices such as home computers and personal cell phones. Experts strongly suggest installing software to filter and block inappropriate content on your wireless home network. Some possible filters to consider include OpenDNS (free version available for computers and Wi-Fi) and Curbi for cellphones. Read more about filter options here: <http://bit.ly/TonkaDigitalHealth>

Set Expectations

Regularly share your expectations with your child about accessing only appropriate sites and content, as well as being a good person when online (even when parents aren't watching). Outside of school, it is likely that your child has already been confronted with multiple opportunities to access content that parents wouldn't approve, such as pornography, hate sites, celebrity gossip, reality TV personal blogs and more, all of which may influence your child's beliefs, values and behavior. Understand that your child's use of many technologies (such as iPods, video game systems, and cell phones) likely gives your child the ability to connect to unfiltered public wireless networks (such as in a library or coffee shop, by picking up a neighbor's wireless signal, or connecting to the Internet through a cell service). Therefore, it is important to maintain regular, open dialog about Internet use and access. Discuss your expectation for appropriate use and behavior.

Monitor & Limit Entertainment Screen Time

In 2015, the American Academy of Pediatrics (AAP) revised their screen time recommendations and now encourage parents to focus on the content on the screen itself. The AAP recommends limiting recreational/entertainment screen time to one to two hours per day for children over age two (Source: <http://bit.ly/AAPMediaTime>). There is no screen time limit for educational content and use. For more tips from the AAP about children and media, visit <http://bit.ly/AAPMediaTips>

Experts suggest having children surf the Internet in a central place at home, such as the kitchen or family room, rather than away from adult supervision or behind a closed door. Know what your child is doing with technology and how his or her time is being spent. Technology can be a great tool and resource, but also has the potential to be a distractor. Help your child learn to focus on completing tasks or assignments first before spending time on games, shopping and social networking. Teaching today's children how to manage multiple sources of information and potential distractions is a critical life skill, one best learned before heading off to college or the workplace.

More helpful websites with Internet safety tips:

Minnetonka Schools Digital Health and Wellness page: <http://bit.ly/TonkaDigitalHealth>

Common Sense Media: www.CommonSenseMedia.org

Questions and Answers

What is the cost to families for the iPad Program?

Just as there is no cost to students for textbooks unless lost or damaged, there is no cost to students for the iPad unless lost or damaged.

How is the iPad initiative being funded?

The Technology Referendum Levy was originally approved by the residents of the District in Fall 2002 for tax collections through 2012. It was renewed and extended in Fall 2007 by the residents of the District for collection through 2017. In Fall 2015 the Technology Referendum Levy was again renewed and extended by the residents of the District for collection through 2025.



For more iPad program FAQs visit:
<http://bit.ly/TonkaiPadFAQs>

Here are some additional things to review:

- ◊ Anything you do or post online creates a digital record, often called a "Digital Footprint." Nothing online is totally private, even if it is intended to be. Once digitized, it can be saved, sent and reposted.
- ◊ A good rule of thumb: If you don't want a parent, teacher, principal, future employer or college admissions office to know something, don't post it online. Ask yourself "Would Grandma approve?"
- ◊ "Friends" aren't always who they say they are; undercover police and pedophiles pretend to be kids online. Encourage your child to only connect online with friends they know in person.
- ◊ Use caution when posting personally identifiable information online. This includes: full name, address, phone number, email, where you are meeting friends or where you hang out. Discuss with your child how easy it is for someone to find you based on what you post online.
- ◊ Regularly check your privacy settings on all commonly used sites and networks. Ignoring privacy settings on sites like Instagram, Twitter and Facebook means your photos, contact information, interests, and possibly even cell phone GPS location could be shared with more than a billion people.
- ◊ Cyberbullying (threatening or harassing another individual through technology) is a growing concern. It takes many forms, such as forwarding a private email, photo, or text message for others to see, starting a rumor, or sending a threatening or aggressive message, often anonymously. Commit to not partake in this behavior and report incidents of cyberbullying to an adult.

May I bring my own iPad to school?

If you are in a grade using iPads provided by the District, you will be asked to use a school-issued iPad due to app licensing and the instructional materials that will be loaded on the devices for classroom learning. In the future, we may explore opportunities for student/family owned devices to be used, but for now we will only use school-issued devices so we can manage the apps/licensing, settings and configurations within our network.

May I use my iPad in all my classes?

Minnetonka teachers have the discretion of allowing or not allowing the use of electronic devices during instructional time. Please respect and follow each of your teachers' instructions. If teachers permit use of electronic devices, users must adhere to District technology policies, be for educational purposes only, and not be a distraction or disruption to learning.

Will the wireless network handle all of the iPads?

Yes. The wireless network has been grown with the program to meet speed and capacity needs. All students can access the District's wireless network to use portable computing devices. The wireless network has the same filters the student computer network has and all District Acceptable Use policies apply to use of the wireless network.

How can I suggest new Apps for the school iPads?

Students and teachers enrolled in the iPad Program are also enrolled in an iPad Schoology course. We encourage students and teachers to share suggestions for enhancing the educational use of the iPad. Please contribute to the conversation by making suggestions through the iPad Schoology course.