

Smith Middle School



*Parent & Student
iPad Management Guide
Fall, 2018*

Smith Middle School
Establishing credit, a reputation, character.
iPad Implementation

1. iPads will have district identification, serial number and a lease tag. Your student iPad will be identified by these numbers
2. iPads storage and charging is the responsibility of your SMS student.
3. Students are expected to have a fully charged iPad every morning.
4. Students will keep iPad during the entire school day and take home with them each evening
5. There is absolutely no sharing of iPads.
6. Pre-approved Apps will be located in the self-service app and can be downloaded by students at teacher request. Only Pre-approved apps can be installed from the Self Service by the student.
7. *Securly://* will limit search engines to Google, Bing and Yahoo.
8. The iTunes Store, App Store, iMessage, Game Center and FaceTime will be disabled.
9. The camera will be on.
10. Air Drop is disabled.
11. NO changes are allowed to the following settings and accounts:
 - a. Location Services - will be on by default because that is how date/time is set which needs to be accurate for encrypted connections. Each app that uses it will ask for it to be turned on, so teachers should train students to say No unless it makes sense (i.e. Weather)
 - b. Mail, Contacts, Calendars, and /or iCloud/iTunes accounts.
12. Tracking Devices - IT has enabled and does know how to track devices, teacher, parents and/or students should report missing iPads immediately to IT if tracking needs to occur.
13. Students will ***NOT*** take ***any*** pictures or video of other students and/or teachers UNLESS specific permission is granted by the teacher & students in question. A student found to be taking unauthorized pictures and/or video will be automatically referred to the main office and their assistant principal.

14. Auxiliary Keyboards are only distributed in classrooms and assigned only in that classroom. They are stored in bins within each class for the dedicated use of that classroom.
15. New apps can only be added after approval by Dr. Tralli, Assistant Superintendent of Schools
16. Passcodes will be established by the students.
17. Apple IDs will be provided to allow access to iBooks and iTunes U.
18. iPads are provided to students in pristine condition.
19. Only use Apple Chargers!



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Rules for iPad Usage

The District Wide Technology Usage agreement will guide all issues usage.

TEACHER CLASSROOM MANAGEMENT	
OFFENSE	CONSEQUENCE
“Pad Walking” (walking and using iPad)	First offense: Teacher warning Second offense: Teacher After School Detention Third offense: Administration - 2 After School Detention & potential Loss of Privileges Fourth offense: Administration Saturday Detention & potential Loss of Privileges
Non Academic Use – site okay, wrong time	
Forgot iPad	
Off task	
Refusal to “Dock” or go “Apples Up”	
Inappropriate picture or video taking	
Failure to charge	
Game Playing/Video Classroom Time	

REFERRAL TO ADMINISTRATION	
OFFENSE	CONSEQUENCE
Use of iPad in Red Zone	Loss of Privileges Parent Contact Office Detention Saturday Detention In School Suspension Out of School Suspension
Inappropriate Communications	
Inappropriate Site/Hacking	
Inappropriate/Unauthorized Picture/Video Taking	

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iPad Vocabulary

Air Play – using the iPad through the classroom Apple TV

“Apples Up”- turn your iPads over so the screen is down and Apple insignia is up

“Dock your Device” – place your iPad in the top right corner your desk

“Flashing the Wrong Color” – students screen is the wrong color and not where they are supposed to be.

Folder – an icon representing a group of apps similar in nature

Game playing – playing a game on your iPad

Google Classroom – student teacher workspace for receiving and submitting work digitally. Parent access is through the students account and utilizing the student’s password

Google Drive – Location where all student files, pictures and materials are stored for their access from any location.

Gmail – Google’s web-based email service

Home Button – the physical hardware button on the front of the iPad beneath the screen that will “wake up” the iPad

Home Screen – the front screen of the iPad

“Pad Walking”- walking while using your iPad at the same time *Safari*: Apple's web browser

Securly:// Cloud based filter that only allows student to access Google, Bing or Yahoo from any location.

YouTube: web-based streaming video service – will be in Restricted Mode with ratings that are in the PG/13 or under.

Video watching – watching a video on iPad at inappropriate time

Wi-Fi: wireless networking

Zones of Usage – iPads are only allowed to be use in certain areas at SMS.

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iPad Zones

RED ZONE NO iPad Usage
Bathrooms
Cafeteria during Lunch
Hallways
Main Office
Nurse's Office
Stairs
Locker Rooms
Yellow Zone – iPad usage with teacher approval
Auditorium
Classrooms during instruction
Courtyard
Homeroom
Library Media Center
Saturday Detention
Green Zone iPad usage allowed at all times
Front Lobby in Prior to and After School
Technology Office

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iPad Care

1. Students are responsible for general care of the tablet that they have been issued
2. Tablets that are broken or fail to work should be taken to Mrs. Seurattan in the SMS Technology Office in Room 2209.
3. Tablets should not be left unlocked or unsupervised.
4. Tablets should be safely stored and locked in your locker when not in use at school.
5. Students are responsible for keeping their batteries charged.
6. All iPads will be equipped with a protective cover. No personal covers should be substituted. Insurance is voided if the cover is removed.
7. **iPads should be handled with CARE so they should never be tossed, slid, kicked, dropped, bending, left on floor, thrown, excessive wear to casing, or BUMPED as this could potentially cause damage.**
8. If you damage it you are responsible for the cost of replacement (screens =\$190, iPad = \$400) Treat them great with care, respect and responsibility!
9. Insurance is available for \$25.00/ year. You may purchase this at:
ipads.glastonburyus.org/insurance

Note: iPad Users must be aware that, unless specifically protected by the Connecticut Freedom of Information statute, all information is in the public domain. Users should not have expectations of personal privacy when utilizing any of the systems.