



**LEARNING ANYTIME,
ANYWHERE**



**OPTIONAL
INSURANCE**

TABLET IMPLEMENTATION GUIDE



Tablet Procedures and Information

Worthington ISD 518 wants to ensure students develop the skills and knowledge necessary to responsibly navigate this emerging modern world. ISD 518 is committed to prepare our students with the digital learning skills that they need to be self-directed learners. There is a critical need to be able to access information, manipulate data, synthesize concepts and creatively express ideas to others using voice, visual, and print media. To accomplish this vision, District 518 is making sure 21st Century Skills will be woven directly into daily instruction and state curriculum standards.

Learning comes alive through innovative use of technology integrated into learning environments.

THE PROCEDURES & INFORMATION WITHIN THIS DOCUMENT APPLY TO ALL TECHNOLOGY USED WITHIN THE WORTHINGTON SCHOOL DISTRICT. TEACHERS MAY SET ADDITIONAL REQUIREMENTS FOR USE IN THEIR CLASSROOMS.

21st Century Skills

The 21st century skills are a set of abilities that students need to develop in order to succeed in the information age. These skills have always been important for students, though they are particularly important in our information-based economy. When most workers held jobs in industry, the key skills were knowing a trade, following directions, getting along with others, working hard, and being professional—efficient, prompt, honest, and fair. Schools have done an excellent job of teaching these skills, and students still need them.

To hold information-age jobs, though, students also need to think deeply about issues, solve problems creatively, work in teams, communicate clearly in many media, learn ever-changing technologies, and process a flood of information. The rapid changes in our world require students to be flexible, to take the initiative and lead when necessary, and to produce something new and useful.

Learning Anytime, Anywhere

When learning is made available online, students are able to access content and curriculum, collaborate with teachers and peers, complete projects, and participate in discussions from anywhere. Digital learning opportunities can expand the classroom beyond the brick-and-mortar and create new paths to alternative learning environments; including fully online classes, blended or hybrid classes, and online interventions. The flexibility of digitalized learning provides students control over space, time, and a proper context for their learning.



The Partnership for 21st Century Skills lists three types:

Learning Skills

- Critical Thinking
- Creative Thinking
- Collaborating
- Communicating

Literacy Skills

- Information Literacy
- Media Literacy
- Technology Literacy

Life Skills

- Flexibility
- Initiative
- Social Skills
- Productivity
- Leadership



<http://thoughtfullearning.com/resources/what-are-21st-century-skills>

Tablet Check Out:

Tablets will be distributed to students the initial week(s) of the school after parents/guardians have reviewed the Tablet Loan Agreement and completed the Tablet Loan Agreement form.

Tablet Check In:

Tablets and accessories (cords, bricks, and cases) must be returned to the designated location within your child's school. Students who withdraw from ISD 518, graduate early, expelled or for any other reason leave the district prior to the end of the school year must return their tablet and accessories in working condition on the date of withdrawal.

If a student fails to return the tablet and accessories at the end of the school year or upon termination of enrollment, that student or guardian will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the Tablet. Failure to return the Tablet will result in a theft report being filed with the Police Department.



Cost of Repairs & Fines:

Accidental damage to the Tablet will be covered by the school district for families who participate in the optional self-insurance policy.

*Please note, cords, bricks, and cases are not covered by the optional self-insurance policy only the tablet itself.

Those families who choose not to participate in the optional self-insurance plan are responsible for **ALL** damages to their tablets including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will be charged full replacement value.



*Lost or damaged accessories such as cases and cables/chargers will be charged the actual replacement cost.

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Optional Insurance:

Optional insurance is available for all tablets distributed as a part of ISD 518's learning device initiative. Insurance is elective and not required for the student to receive and have full use of the tablet. The annual insurance cost is available at \$20 per tablet per year (non-refundable) with a family cap of \$60. Insurance will cover the tablet from the date of payment to the end of the school year (or the termination date of enrollment). **If insurance is paid after the tablet has been issued, a member of the tech department will need to ensure the tablet has not already been damaged.**

*If student enrolls after January 1st, the insurance cost will be \$10.

The insurance program offers complete coverage for the **first instance** of accidental damage. Additional instances of accidental damage will incur a \$40 deductible. All tablet parts are covered, including the battery, internal and external components, glass, LCD screen, external buttons, microphone jack, etc. This includes parts and labor.

Not Covered:

- Intentional damage is not covered. Intentional damage is that which is either observed to willfully have occurred or that which is determined by the type of damage to have been willful in nature.
- Loss and theft of the device is not covered.
- **Damage to or loss of the brick, cord, or case is not covered.**

Acceptable Use

The use of the ISD 518's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the ISD 518 is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled with ISD 518. If a person violates any of the User Terms and Conditions named in these guidelines, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The ISD 518 Student Code of Conduct shall be applied to student infractions.

*Violations may result in disciplinary action.

Disciplinary actions will be identified in the student handbook.

Taking Care of the Tablet

Students are responsible for the general care of the Tablet they have been issued by the school. Tablets that are broken or fail to work properly must be taken to the Building Technology Office for an evaluation of the equipment.

The Tablet is school property and all users will follow these guidelines and the ISD 518 acceptable use policy for technology.

- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the Tablet to prevent damage.
- Tablets must remain free of any writing, drawing, stickers, or labels that are not the property of the ISD 518 School District. Tablets cases may be personalized.
- Tablets must never be left unattended in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their Tablet's battery charged for school each day.
- Liquids, food and other debris can damage Tablets. Tablets should be closed in cases and away from food and liquids when students are eating.
- Tablets should not be exposed to temperature extremes.



Tablets must always
be inside the protec-
tive case provided by
ISD 518

Settings and Operations:

All student tablets are supervised by the technology department for the purposes of initializing and managing all tablets in a secure and organized fashion. Any attempts by students to circumvent any district management settings through the process of removing hardware restrictions will result in disciplinary action.

Inspection:

Students may be selected at random, at any time, to provide their Tablet for inspection.

Procedure for Re-Loading Software:

If technical difficulties occur or illegal software is installed, the Tablet will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image. It is recommended to have all data backed up to Google Drive at all times.

Using Your Tablet

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Tablets are intended for use at school each day. In addition to teacher expectations for Tablet use, school messages, announcements, calendars and schedules may be accessed using the Tablet. Students are responsible for bringing their Tablet to all classes, unless specifically instructed not to do so by their teacher. If students leave their Tablet at home, they are responsible for getting the course-work completed as if they had their Tablet present.

Tablet Repair

When a Tablet is damaged and returned to the school for repair, a replacement Tablet will be issued in its place (if available).

Sound, Music, Games, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Apps and programs installed on the Tablets must be appropriate and for educational use.

Home Internet Access

Students are allowed to set up wireless networks on their Tablets. This will assist them while at home. However, the District Acceptable Use Policy must be followed while at home, using a district owned device.

Managing Your Files & Saving Your Work

Saving to the Tablet/Home Directory/Submitting Work

Email: Most Tablet productivity apps support the ability to open and email word processing documents, presentations, spreadsheets, PDFs, images, or other common file types. Students and teachers can exchange course-related files through their district-provided email and Schoology accounts.

Cloud-Based Services: Students may also have the option to utilize any number of free cloud-based options such as Google Drive, Dropbox, etc. The district will allow the use of such services by students on their Tablets, but the District cannot be held responsible for the support of these personal, non- district provided services or the data that the students may store on these services.

Network Connectivity

ISD 518 makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

Charging Your Tablet's Battery

Tablets must be brought to school each day adequately charged to work throughout the school day. Students need to charge their Tablets each evening by plugging them into an electrical wall outlet only.

Screen Savers/Background Photos

Inappropriate media may not be used as a screensaver or background photo. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.

Responsibilities: 518 Responsibilities are:

Provide Internet and Email access to its students.

- Provide Internet blocking of inappropriate materials.
- Tablets are the property of the ISD 518 and as a result may be subject to inspection at any time. The students will have NO expectation of privacy of materials found on a Tablet or a school supplied or supported email service.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.



Students Responsibilities:

- Using all devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to technology use.
- Helping ISD 518 protect computer system/devices by contacting an administrator about any security problems encountered.
- Monitoring all activity on their account(s).
- Powering down and securing the Tablet after work is completed.
- Reporting email containing inappropriate or abusive language or other questionable subject matter.
- Returning their Tablet at the end of the school year following ISD 518's procedure.

Parent/Guardian Responsibilities:

- Parents should talk to students about values and the standards that your children should follow on the use and care of the Tablet, and the use of the Internet.
- If a parent will not allow their child to have a Tablet, a waiver form will need to be signed. The student is still responsible for meeting the course requirements, if a parent does not allow them to have a Tablet.
- As a parent you are responsible for monitoring your child's use of the Tablet when at home.
- Monitoring and Limiting Screen Time of the Tablet.
- Finding a place to store the Tablet when it is in your home. The Tablet does not belong in the student's bedroom.

Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Use of anonymous and/or false communications or messaging services-ex: MSN Messenger, Yahoo Messenger, ICQ, etc.
- Use of outside data disks or external attachments without prior approval from the administration.
- There are to be no modifications to the operating system of this device.
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- Giving out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up inter- net accounts including those necessary for chat rooms, Ebay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hard- ware, software or data, including, but not limited to, the up- loading or creation of computer viruses or computer programs.
- Transmission or accessing materials that are obscene, offensive, threatening, hateful, or otherwise intended to harass or demean recipients.
- **Bypassing the ISD 518 web filter.**



Student Email:

K-12 students will be assigned district operated Google accounts. These Google accounts will include Gmail, Google Drive, and Google Chrome accounts. The Google accounts will run and operate through the district's filtering system but ultimately, it is the responsibility of the family to monitor the student's use of the Internet and email outside of the school setting. Parents and guardians have the full right and ability to check their student's email at any time. Email accounts are set up as students first name.last name year of graduation@student.isd518.net . An example may be joe.student16@student.isd518.net. Please be aware of your student's emails and the proper use of the email account.

The school email and Google accounts are to be used for school only and may be monitored or checked by the school district.

K-5 students will have email accounts, but will be limited to emails with staff only.

6-8 students will have email accounts, but will be limited to emails with staff and students.

9-12 students will have email accounts open to all emails (school appropriate).

