



Experience Technology as an Accelerator of Learning

Minnewaska Area Schools Mobile Learning Device Program

The changing landscape of the world's information to digital form will require today's student 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.

The Minnewaska Area School District wants to ensure our students develop the skills and knowledge necessary to responsibly navigate this emerging modern world. While providing opportunities for our students, it must be realized that today's students will need a different set of skills than what was required just a short time ago. Therefore, Minnewaska is implementing a 1:1 (student to computing device) program using the 1:1 mobile learning device to create a seamless and dynamic educational experience for our students.

The goals of the 1:1 program are to:

- Enhance and accelerate learning;
- Leverage technology for individualizing instruction;
- Promote collaboration, increasing student engagement;
- Provide equity for all learners;
- Strengthen 21st Century skills necessary for future success.

Apps & Downloads

School owned devices must not be synced to any other computer. Only apps that have been approved by the school should be installed on their device. At this time, due to app licensing and instructional materials, students must ONLY use district-provided devices.

Students are not allowed to download, install, or uninstall apps or attempt to reconfigure the software or policies on the device. Students are responsible for downloading any necessary documents, assignments, and/or materials from their teacher.

All apps will be purchased by the District for academic use and are the property of Minnewaska Area Public Schools.

Please visit our website for more information
regarding the Mobile Learning Device Program at:
www.minnewaska.k12.mn.us

1:1 Mobile Learning Device Security

- ◆ Never leave the mobile device unattended. When not in your personal possession, the device should be in a secure, locked environment. Unattended devices will be collected and stored in the school's main office.
- ◆ Do not lend your device to another person. Each device is assigned to an individual and the responsibility for the care of the device solely rests with that individual.
- ◆ Each device has a unique identification number and at no time should the numbers or labels be modified or removed.

District Policies About Technology

Access to the technology in the Minnewaska School District has been established for educational purposes. The use of the Minnewaska 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 device may result in the loss of privilege to take the device home or use the device in general. Specific policies that apply:

- Bullying Prohibition Policy
- Minnewaska Acceptable Use Policy

The device is the property of Minnewaska Area Public Schools and as a result may be reviewed at any time. **The student should have NO expectation of privacy of materials found on their device.**

Student's Care and Maintenance

1:1 Mobile Device Care

Carefully transport your device to school every day. Avoid placing weight on the device. Never throw or slide an device. Never expose the device to long-term temperature extremes or direct sunlight. An automobile is not a good place to store your device. Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Camera & Microphone

The device 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.

Use of this mobile device 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 device may not be shared, published or rebroadcasted for any reason by the student without permission. Furthermore, users of the device 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.

Battery

The device should be charged, using the provided wall charger, and brought to school ready to use each day. Fully charged device batteries will typically last the length of the school day. Waiting to charge the device 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 device at home 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.

Lost, Stolen, Damaged Mobile Devices

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

Do not attempt to gain access to the internal electronics or repair your device. If your device fails to work or is damaged, report the problem to the School Media Center as soon as possible. Device repair/replacement options will be determined by the School Media Center staff. You may be issued a temporary device or other materials until it is working properly or replaced. If the device 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, deductibles. The replacement costs for damages and repair are as follows:

Replacement cost for the provided iPad case is \$26;
Replacement cost for the provided device wall charger is \$25;
Replacement cost for the entire device is \$300.

The School District offers a voluntary mobile learning device insurance program to protect families from expensive repair costs. A damaged or broken screen may cost up to \$150 depending on what layer of the screen is broken. The device insurance cost is \$45 annually (\$5/month) 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 \$45 deductible. Full details about the insurance program and how to purchase insurance can be found on the last page of this document.

Students who leave Minnewaska Area Schools during the school year must return the device to the Media Center along with any other accessories, at the time they leave. Failure to do so may result in contact with law enforcement to begin an investigation.

Receiving Your Mobile Learning Device

Parent/Guardian Orientation

All parents/guardians are required to attend an orientation and sign the Minnewaska Area Schools Mobile Learning Device Agreement before a device can be issued to their student.

Distribution

Students will receive their device and related peripherals during student orientation sessions that occur before school starts. Students and parents must sign the Minnewaska Area Schools Mobile Learning Device Agreement at the time they receive their device.

Transfer or New Student Distribution

All transfers/new students will be able to pick up their device from their school office. Both students and their parents must sign the Minnewaska Area Mobile Learning Device Agreement prior to picking up their device.

Returning Your Mobile Learning Device

End of Year

At the end of the school year, students will turn in their device and all issued peripherals. Failure to turn in a device will result in the student being charged the full \$300 replacement cost. The District may also file a report of stolen property.

Distribution

Students who transfer out or withdraw from school must turn in their device to the office on their last day of attendance. Failure to turn in their device will result in the student being charged the full replacement cost. Unpaid fines/fees may be turned over to a collection agency. The District may also file a report of stolen property.

Parent's Guide

Parents

Please talk to your child about values and the standards that he/she should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and the radio.

Common Sense Media Agreements for Parents and Teens

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. They are a great way to help parents and kids get on the same page about media and technology use. <http://goo.gl/iAbdo>

Cyber Safety

Cyber safety 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.

Parents/guardians 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).

Put the device to bed, not in the bedroom

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

Filter Access

Filtering software is not built in to the device. While many potential dangers are filtered and blocked on the school's wireless network so students can't access them, children often have complete, unrestricted access to inappropriate sites at home.

Experts strongly suggest installing software to filter and block inappropriate content on your wireless home net-

work. Some possible filters to consider include OpenDNS (free version available), SafeEyes, and NetNanny. Some of these products offer additional protection features such as cell phone filtering, text message and photo screening tools, and digital footprint/ reputation monitoring. Read more about filter options here: <http://goo.gl/ORsvv>

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 teen's beliefs, values and behavior. Understand that your teen's use of many technologies likely gives your teen 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 Screen Time

Experts suggest having teens 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 big 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.

- ◆ **REMEMBER: Don't allow your child to sleep with their mobile learning device or cell phone.**

More helpful websites with Internet safety tips:

Internetsafety Common Sense Media: www.CommonSenseMedia.org

Net Cetera: Chatting with Kids About Being Online (FTC) guide: <http://goo.gl/46gu6F>

Questions and Answers

What is the cost to families for the Mobile Learning Device Program?

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

Does the District offer an insurance program?

Yes. The District offers families an option of purchasing our device insurance plan to cover any damages, but it does not cover loss or theft. The cost of the insurance is \$45 per year and may be paid through Skyward Family Access. The insurance program offers complete coverage for the first instance of accidental damage. Additional instances of accidental damage will incur a \$45 deductible. Full details about the insurance program can be found at the end of this document.

May I bring my own device to school?

If you are in a grade using devices provided by the District, you will be asked to use a school-issued device 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.

How is the mobile learning device initiative being funded?

The Minnewaska School District has a 10 year dedicated Instructional Technology Referendum, approved by voters in 2014 and renewed through 2024.

May I use my mobile device in all my classes?

Minnewaska Area 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 devices?

Yes. The wireless network has been upgraded in recent years to increase speed and capacity. 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.

Can I suggest new Apps for the devices?

We encourage students and teachers to share suggestions for enhancing the educational use of their devices. Please contribute to the conversation by making suggestions on the district's website.

- ◆ Anything you do or post online creates a digital record, often called a "Cyber Footprint." Nothing online is totally private, even if it is intended to be.
- ◆ 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 teen to only be friends online with friends they know in person. Never give access to personal information, such as a Facebook profile, to people met online.
- ◆ Never post personally identifiable information online. This includes: full name, address, phone number, email, where you are meeting friends or where you hang out.
- ◆ 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.

1:1 Mobile Device Program & Usage Receipt of Notification & Understanding Parent's Guide



Mobile Device Program

The Minnewaska Area Schools Mobile Learning Device Program and Usage Handbook is available at www.minnewaska.k12.mn.us & is located under the "District" tab and click on "Technology".

Your signature on this document states that you have read, understand, and agree to abide by the compliance requirements of Minnewaska Area Schools Program regarding the use of computers and the Internet at Minnewaska Area Schools. Your signature also states that you authorize Minnewaska Area Schools to create and utilize "Microsoft Drive" accounts that will be under the control of Minnewaska Area Schools, but which reside elsewhere on the internet.

Additionally, as part of the 1:1 Mobile Learning Device initiative, Minnewaska Area Schools is recommending the purchase of accidental damage insurance prior to the deployment of the device to your child. Minnewaska Area Schools will be the sole provider of said insurance. Under this agreement, the devices are protected against accidental damage or loss due to an act of nature. Minnewaska Area Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by district policy.

This insurance policy does NOT cover for loss of the device and/or its accessories, cosmetic damage, or damages caused by intentional misuse or abuse. Minnewaska Area Schools will assess the device damage and repair or replace the device if the damage is determined to be accidental and within the protected guidelines. Parents/students will be charged for full replacement costs of a device that has been damaged due to intentional misuse or abuse.

Annual Premium Due at Registration	Deductible Claim #1	Deductible Claim #2	Deductible Claim #3
\$45/device	\$0	\$45	\$90

PARENTS—Please check one of the following options:

- I accept and will abide by the Minnewaska Area School's Mobile Learning Device Program & Usage Agreement. Additionally, **I would like to purchase insurance through Minnewaska Area Schools in the amount of \$45.**
- I accept and will abide by the Minnewaska Area School's Mobile Learning Device Program & Usage Agreement. **I do NOT wish to purchase insurance through Minnewaska Area Schools and understand that I am responsible for 100% of all damages.**
- I accept and will abide by the Minnewaska Area School's Mobile Learning Device Program & Usage Agreement. **I do not wish to have my child issued a mobile learning device to take home at this time. (Please Note: If you choose this option, students will be able to check out a device for daily use in the Media Center. Students will be responsible for all damages while the device is in their possession).**

Printed Student Name

Grade

Student Signature

Date

Parent/Guardian Signature (REQUIRED)

Date