



PARENT & STUDENT HANDBOOK

STUDENT 1:1 IPAD PROGRAM

Overview

The Tuscaloosa County School System uses Instructional Technology as one way of enhancing the mission to prepare and inspire all students for life-long success by teaching the skills, knowledge, and behaviors students will need as responsible citizens in the global community. As a 21st-century learner, students learn to collaborate, communicate, create, and think critically in a variety of ways throughout the school day. Excellence in education requires that technology be seamlessly integrated throughout the educational program. To increase the development of 21st-century skills, TCSS has created TCSS Connect to provide all learners with instructional technology that will support their learning to become more creative, confident, and connected members of their communities. TCSS Connect will allow all learners to implement instructional practices that are engaging, challenging, standards-based, and effective.

With TCSS Connect, the Tuscaloosa County School System is proud to provide each K-12 student with an Apple iPad to use in their academic journey while a TCSS student. TCSS Connect provides mobile computing and wireless technology to all students and has been designed to enhance the delivery and individualization of instruction. Providing each student with an iPad is a way to empower students to maximize their full potential and prepare them for the future while allowing for technology integration into all learning environments beyond the classroom. Students in K-2nd grade will be assigned an iPad that they will use in all classes and will return their iPads to their homeroom teacher at the end of each school day. Students in grades 3rd – 12th will also be assigned an iPad that they will use in their classes while at school. In addition, 3rd – 12th grade students will take their iPads home and be responsible for charging their iPads.

TCSS Connect incorporates educating students about digital citizenship and appropriate online behaviors. Teachers and administrators will review cyber-safety rules with students frequently throughout the school year and will offer reminders and reinforcement about safe online behaviors. We also encourage parents to be involved in helping their student(s) make good choices when it comes to being online and using school-issued technology.

Introduction

We are excited to provide an iPad for every TCSS student. We believe having their own iPads will help our students learn in the ways they learn best. At the same time, students will be sharpening the technology skills that are now essential in nearly every aspect of careers and life.

Each student's iPad will open a new world of learning possibilities. It will also give each student -- and every parent or guardian -- important new responsibilities. In the pages that follow, we introduce you to student iPads, explain caring for an iPad, answer some questions you may have, and list the most important rules for using an iPad safely.

In the Tuscaloosa County School System, we strive to be a creative, connected community of learners.

Why provide an iPad for every student?

- An iPad is a powerful technology device. When each student has an iPad just for his or her own use, teaching and learning can be personalized, the resources of the digital world become accessible, and learning becomes more relevant.
- iPads include a camera, the ability to connect to wireless networks, web browsers, a word processor, and access to all sorts of easy-to-use software applications (known as “apps”). iPads also come with built-in features that make learning easy and enjoyable for everyone.
- Internet access at home is not required. Everything a student needs to use an iPad after school can be downloaded during the school day. iPads are easy to carry, and their batteries last a long time, so learning can take place anywhere.

Students are required to use a school-issued iPad because of the instructional materials and paid programs that will be loaded on the devices for classroom learning. These materials and programs are part of the required curriculum. To ensure an equitable learning experience, all students will be required to use the iPad.

Receiving the iPad

The iPads are the property of the Tuscaloosa County School System, and students will use them during the school year. Students and parents/guardians need to sign and submit the TCSS Student & Parent Pledge for iPad Care.

Students will receive iPads mid- to late August.

- K – 2nd students' iPads will remain at school.
- 3rd - 12th grade students will keep their devices with them and bring them to and from school each day.

Issues with the iPad

Any issues with your iPad should be communicated to your homeroom/advisory or school dedicated teacher either in person or via School Status.

Returning the iPad

iPads will remain with students until they complete the last grade level at their current school unless the student voluntarily or involuntarily withdraws from the school for any reason.

iPad and all assigned accessories must be returned and surrendered immediately if a student graduates, withdraws, is expelled, is assigned to another TCSS school, or is involved in a discipline investigation.

Withdrawing

A student assigned iPad and accessories should be turned in at the time a student withdraws from the local school. and cannot transfer to other schools.

- A student cannot withdraw without returning their assigned iPad and accessories to the local school OR submitting payment for their assigned iPad and/or accessories through MySchoolBucks or payment directly to the school.
- iPads and accessories belong to the school and cannot transfer to other schools.
- Purchasing a replacement device and/or accessories is not allowed. All devices and/or accessories must be purchased by TCSS.

Failure to Return the iPad

If a student fails to return their iPad and all issued accessories, i.e., case, original charger, etc.; the student and his/her parent(s)/guardian(s) will be responsible for the replacement cost of each item. If the iPad is not returned OR paid for, the administrator has the right to pursue legal action for the iPad not being returned.

iPad Basics

An iPad is useful and sturdy -- when it is cared for properly. We have a lot to tell you about using and taking care of the iPad. Please read the pages that follow and be sure to contact your child's teacher via School Status with any questions you might have.

What is an iPad?

The iPad is a tablet computer with a glass screen. It has a battery that, when fully charged, can last up to ten hours.

What makes it go?

The iPad runs on an internal battery that can be recharged. Use only the Apple wall charger provided with your iPad to charge the device. If you wait until the battery indicator gets below 20%, or turns red before you charge the iPad, your battery will last longer.

Does the iPad come with a case?

Yes. Your iPad comes with a case designed to protect the device during normal daily use. Always keep the iPad in the district-issued case. Don't remove any district-provided stickers or labels on your iPad or its case. Also, don't add any writing, drawings, labels, stickers, or other artwork to your iPad or its case.

What do I do with the iPad when I'm not using it?

If you are in kindergarten, 1st, or 2nd grade, you will store your iPad in your classroom. If you are in grades 3 through 12, you must store your iPad in a secure manner when you are not using it. Do not place anything on top of the iPad when it is stored.

If you are in grades 3rd - 12th you will take the iPad home with you after school every day so you can prepare for the next day. We encourage you to learn on your own as well!

Any electronic device (iPads, cell phones, etc.) can be a distraction and disrupt the sleep cycle if used right before bedtime. To discourage late-night, unmonitored use of the iPad, experts suggest that families store it and other electronic devices in a common room of the home. Families should identify a central location in their home where students can store and/or charge their devices.

Caring for your iPad

How do I care for my iPad?

- When you are not using your iPad, keep the case closed to preserve battery life and protect the screen.
- Carry your iPad carefully. Don't drop it, throw it, or put heavy objects on it. Be careful putting your iPad in your backpack. Never swing or throw a backpack with an iPad in it.
- Keep your iPad away from food, drinks, or other liquids.
- Use only a soft, dry cloth to clean the iPad. Do not use any cleaning products on it. (Never use window cleaners, household chemicals or cleaners, ammonia, alcohol or alcohol-based products, or other abrasives to clean your iPad. They could remove the special coating and/or scratch the screen.)
- Do not use compressed air to clean ports (the little openings on the edges of the iPad where cords are plugged in).
- To protect the screen while you are moving through the halls at school, carry the iPad in front of your body and avoid bumping into other students.
- Don't leave an iPad on the floor or ground, even if it is in a bag or backpack. It could be stepped on and damaged.

How do I care for cables and cords?

Please be careful when you plug a cable or cord into your iPad. This will prevent damage to the device and the cord.

- Don't force a cable or plug into an iPad.
- Use only the district-provided Apple power adapters and extensions with the iPad.
- Label your cable and power adapter with tape that can be easily removed.
- Do not write on or make any permanent marks on the cables or power adapter.

How do I care for the screen?

Be gentle with your iPad, especially the glass screen. You must not:

- lean on the screen.
- stack books or other heavy objects on top of the iPad.
- bang the iPad against walls, doors, people, or other objects.
- place liquids in a book bag or backpack containing an iPad.
- use sharp objects on the screen.

- use pens or pencils on the screen.
- place anything in the iPad case except the iPad.

How do I protect the iPad from the weather?

Protect your iPad from the weather. Avoid exposing your iPad to extreme temperatures by keeping it in its case at all times. Always carry it in a backpack or bookbag when outside. Also:

- Do not leave your iPad in heat above 95°F.
- Don't leave it in your car or in a backpack on the playground.
- Do not leave your iPad in cold temperatures below 32°F.
- Keep the iPad away from water and extreme humidity.

Transporting my iPad to and from school

- Always use two hands to carry your iPad near your torso or place it in your backpack.
- Always unplug all accessories, i.e., headphones, and the charger before transitioning to another location.
- Never place drinks or liquids in your backpack with your iPad.

School Expectations

Classroom Habits

- Ensure that your iPad is always on a secure surface, even during use. Never place your iPad on the floor.
- Never leave your iPad unattended unless you have your teacher's permission to do so.
- If you walk away from your iPad, always lock the iPad screen before walking away.
- Follow all directions given by the teacher. Failure to follow district policies and teacher instructions could result in disciplinary action.
- iPads should always stay in protective cases.
- Always use your Clever account to access TCSS learning resources.
- Always use your TCSS Office 365 One Drive account to save your work. Students can only access their TCSS Office 365 account via their assigned iPad.
- You must bring your assigned iPad to school each day fully charged. Your parents/guardians will receive a School Status message each time your iPad has a low battery.
- Repeat violations of uncharged iPads may result in disciplinary consequences.

What if I leave my iPad at home?

If you leave your iPad at home, you are still responsible for getting your coursework completed as if you had your iPad present.

- Each time you do not have your iPad for class, your course/classroom teachers will send a School Status message to notify your parents/guardians that you did not have your iPad.
- If you repeatedly leave your iPad at home, you may be subject to disciplinary consequences.

Keeping your iPad Safe

How do I keep my iPad safe?

An iPad is a valuable device and could be the target of theft. To make sure this doesn't happen:

- **NEVER LEAVE THE IPAD UNATTENDED OR UNSUPERVISED.** Anytime your iPad is away from you and not at home, it is at risk of being stolen. Examples of areas that might be unsupervised include unlocked classrooms, locker rooms, computer labs, the library media center, lunchroom, restrooms, hallways, breezeways, athletic fields, and playgrounds.
- Do not leave or store the iPad in a vehicle.
- Do not lend the iPad to another person. You are the only person responsible for the care and security of your iPad.
- Do not use the iPad or allow it to be visible when waiting at a bus stop or when walking around in the community.
- Carry the iPad to and from school in a school bag or backpack so that it is not visible.
- Students in grade 3 through 12: You will have a passcode on your iPad to keep others from getting your personal information on the iPad. Do not share your Passcode with anyone else.
- Each iPad has a unique identification number and district property control tag. Do not remove the tags or modify the numbers.

Is the information on my iPad safe?

Digital identifications are things like your name, email address, and usernames and passwords for online systems and accounts. They are for your use only. Do not share them with other students. Your passcode to your iPad is another layer of protection to prevent unauthorized access to your iPad and data.

Never share your username and password with others. Also do not use another person's username and password to access accounts not belonging to you.

Using your iPad at School

Your assigned iPad is for you to do your school assignments. You must bring it to school every day with a fully charged battery. Bring your iPad to all classes unless a teacher specifically tells you not to do so. You are responsible for completing all your schoolwork, even if you leave your assigned iPad at home.

Is the battery fully charged?

3rd-12th grade students must bring the device to school every day with a fully charged battery. If you don't charge the battery, you may not be able to participate in classroom learning activities.

You will charge your battery at home by following these steps:

1. Plug the cord into the power block adapter.
2. Plug the other end of the cord into the small slot of the end of your iPad.
3. Plug the power block adapter into a wall socket.

How will I save the work I do on my iPad?

You should upload files and work to your TCSS Office 365 OneDrive account. Storage space will be available on your iPad but it will NOT be backed up. It is your responsibility to ensure that work is not lost if your iPad breaks or if you accidentally delete something. iPad malfunctions are not an acceptable excuse for not submitting work.

What if my iPad is damaged or not working?

You or your parents/guardians should notify your advisory/homeroom teacher that your iPad is damaged or not working. Parents/guardians should use SchoolStatus to notify teachers that there is an issue with their child's iPad.

What if my iPad is being repaired?

You will receive a loaner or replacement iPad, if available when your assigned device is being repaired. If there is a delay in assigning a replacement device, your teacher will allow you to complete the required coursework without an iPad.

Using your iPad at Home

Students in grades 3rd-12th will bring their iPads home for learning purposes. All use of the district-owned device must comply with the TCSS Code of Conduct and Acceptable Use Policy.

You can use your iPad to connect to wireless networks anywhere outside the school district, but anytime you use your iPad, you must follow district policies. Violations of the TCSS Code of Conduct and Acceptable Use Policy may result in discipline.

Software and Operating System Updates

Occasionally, the operating system and apps require updates that keep the iPad and apps functioning properly and securely. You must follow district directions on installing any app and operating system updates.

Apps and Accounts

Students will be using Office 365 and other Internet resources. Office 365 allows users to communicate and collaborate effectively in a digital educational environment. The district has created an Office 365 account and assigned it to you.

The district apps, like Clever, Outlook, iReady, etc., must always remain on your iPad. The district may remove an app from your iPad after you're finished using it so other students can have a chance to use it too.

iPad Content is Not Private

iPads and their contents are the property of the Tuscaloosa County School System. TCSS staff members have access to the Internet history, photos, and other information on your iPad at any time and may share that information with your parents or others. You must unlock the iPad whenever asked by a district staff member. If you don't unlock the iPad when asked, you may face disciplinary consequences.

Subscribing to Web-based Applications and Sites

You may use appropriate websites and applications on your own, outside of school. You must follow all terms stated on each website or app. For example, some websites and apps do not allow use by students under 13, even with their parents' permission. Also, before you download or use any web resource outside of school-approved items, please be sure to discuss it with your parent or guardian.

Unauthorized Modifications of iPad Operating System or Hacked Apps

All TCSS iPads are scanned remotely on a regular basis. Students or families should not:

- access the internal parts of the iPad.
- attempt to reconfigure the core operating system.
- attempt to self-repair a damaged device.
- take a damaged device to a third party for repair.
- Students or district staff may change individual preference settings as needed.

Pictures, Content & Data

Cameras and Microphones

- The iPad has cameras on the front and back and a built-in microphone, so you can take pictures and record audio and video. All recordings and pictures you create with the iPad must follow TCSS policies, as well as state and federal laws. Only take photographs or record audio or video during the school day if a teacher or administrator tells you to do it for schoolwork. Never photograph, record video, or create an audio recording of another person without that person's knowledge and permission. TCSS retains the rights to any recording and/or publishing of any student's work or image.
- Do not use any electronic device, including your iPad in locker rooms and bathrooms.
- Do not use the camera to take inappropriate or sexually explicit photos or videos.
- Do not use the camera to take pictures or share personal information of yourself or another person.
- Do not use the camera or microphones to embarrass, bully, or harass anyone in any way.
- Do not email, post to the Internet, or electronically send images, video, or audio recordings of other people without their written permission.

Sound, Music, and Games

The sound on your iPad must be muted at all times unless your teacher tells you it is okay to turn the sound on for a class activity. For some assignments, your teacher will also give you permission to use earbuds or earphones. If this happens, be sure the volume is low enough that the iPad cannot be heard by anyone nearby. You may have appropriate games on the iPad, but do not play them during the school day.

Expectations for Student iPad Use

iPads can be a wonderful educational device when used correctly. Tuscaloosa County School System is proud to be able to provide each student with an iPad for use at school. Responsibilities come with the privilege of having a TCSS iPad and some uses are not allowed.

Responsible Uses

You must

- Follow all district and classroom policies, procedures, and guidelines when using technology.
- Keep usernames and passwords private.
- Treat others with respect and use appropriate language in all electronic interactions with others.
- Immediately tell a teacher or other adult staff member if you receive an electronic comment or communication that makes you feel uncomfortable, or if you accidentally access inappropriate materials, pictures, videos, or websites.
- Respect the work and intellectual property rights of others. You may not intentionally copy, damage, or delete another user's work. You will properly cite your sources when you use someone's information, pictures, media, or other work in your own projects and assignments.
- Respect the privacy of others. Limit all in-school photography, video, and audio recording to educational use. Take pictures or record video or audio of another person only with that person's written permission. Monitor all activity on your devices and accounts.
- Bring your iPad to school each day fully charged and ready for use. If you leave your iPad at home, you are responsible for getting your schoolwork completed as if you had your iPad present.

Student Behaviors That Will Not Be Tolerated

You may **not**:

- Find, create, or send information to spread lies or misinformation; or harass, harm, or bully others.
- Gain unauthorized or inappropriate access to district technology resources.
- Use, retrieve, store, or send improper language, pictures, or other digital content.
- Cheat, including getting or giving answers to tests; searching for and/or copying answers or information from the Internet or other electronic resources; copying and submitting someone else's information or assignment as your own; or conducting other forms of electronic cheating.
- Violate copyright or licensing agreements.
- Access inappropriate or blocked resources in any manner while using district property.
- Share or post any personally identifiable information about yourself or others that could help someone locate or contact you or them. This includes such things as e-mail address, full name, home or school address, phone number, parent or guardian names, or school name.
- Do not post online photos or video of other students or teachers without permission from a teacher.
- Modify the operating system, remove security profiles, or vandalize district technology resources.

Parent/Guardian Expectations for Student iPad Use

In accordance with the Tuscaloosa County School System iPad and Network Responsible Use Agreement, parents and guardians are responsible for monitoring their children's use of the Internet and access to district technology resources, including the iPad, district-issued email account, online learning spaces, collaboration tools, and educational resources. Parents and guardians need to set clear expectations on the appropriate use of electronic devices and limit access to the device during non-school hours. If your child is not following your rules, you have the right to limit access to the device while at home. The information included below is meant to assist you in setting expectations and monitoring your child's use of the device.

Set Expectations

Set expectations by discussing the [Media Family Agreement](#) with your family. This agreement provides an age-appropriate checklist that you can use to guide conversations with your children about responsible use of media and technology.

Monitor & Limit iPad Use

The iPad is a great tool for learning, but it also has the potential to be a distraction. Adult supervision and clear expectations for appropriate use are critical.

- Have your child use the device in a central location in your home, such as the kitchen or living room, so that you can easily monitor and supervise use.
- Set expectations that your child is to complete assignments and tasks before using the device to access the Internet, play games, or listen to music.
- Check your child's iPad and schoolwork regularly.
- To avoid unsupervised iPad use, charge the iPad in your bedroom at night. If your child is not following your rules, you have the right to limit access to the device for non-education activities.
- Do not allow other family members may use the iPad, since the student is responsible for everything on the device.

Filter Access

When the device is at school on the district network, Internet access is filtered and inappropriate content is blocked. Although no filter is fool-proof, we have filters in place to monitor the content on student iPads when the device are away from school.

Monitor Student Progress

The Tuscaloosa School System encourages parents and guardians to use the iPad to monitor their child's academic progress and communicate electronically with their child's teachers. Ask your child to show you what they have learned and created with the iPad, and discuss how they use the device at school.

Parent-Teacher Communications

Parents should use School Status to contact their child's teachers. Parents and guardians should receive a welcome text from their child's teacher(s) on the first day of school. This text will provide the number you will use to contact the specific teacher the text is from.

DAMAGED, LOST, OR STOLEN IPADS

Damaged Devices and Technical Problems

Legal title to the iPad and its accessories will always belong to the Tuscaloosa County School System. Your right to have and use the iPad depends on your following the guidelines and rules in the iPad agreement. Every student is responsible to use and care for the iPad appropriately.

You are responsible for the entire cost of repairs to iPads if you intentionally misuse, abuse, or damage it. Do not attempt to gain access to internal electronics or repair your iPad. Do not take the iPad to an outside party for repair. If the iPad fails to work or is damaged, report the problem to your child's advisory/homeroom teacher. The Technology Department will determine repairs needed.

Your school may issue you a temporary iPad, if one is available, 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 report the issue via *School Status* or to your teacher when you return to school.

Lost or Stolen iPads

If your assigned iPad is lost or stolen, report it to an adult at school immediately upon discovery. School staff will assist you with submitting the required information and documentation.

If you withdraw, are expelled, or terminate enrollment in the Tuscaloosa County School System for any reason, you must return the district iPad, case, power adapter, and cable in working condition to the library of your school on or before your date of withdrawal. The District/school will not release your student records until you return district property or pay for lost, stolen, or damaged equipment

Consequences

The Tuscaloosa County School System has the right to prevent any student from using a district iPad at any time.

The use of the district issued iPad and the related agreements are good during the current school year, unless the district terminates the agreement earlier due to student misuse, transfer to another school, or withdrawal from school or other reasons.

Replacement & Repair Costs

When a student's assigned iPad must be repaired, a "loaner" iPad may be issued. There may be a delay in getting an iPad should the school not have sufficient inventory on hand.

- If repair or replacement of an iPad is necessary due to negligence of the student and/or violation of the iPad usage agreement, a student will not be issued an iPad until repair or replacement costs are paid in full.
- Fees for the repairs or replacement costs will be assigned to the student in MySchoolBucks.
- Parents will pay fees directly to the school or via MySchoolBucks.
- The option of personally purchasing a replacement device is not allowed.
- All devices must be purchased through TCSS.

Estimated Replacement Costs	
iPad	\$300
Case	\$100
Replace iPad Screen	\$284
Power Block and/or Cord	\$45

Optional Protection Plan

All students may purchase an **OPTIONAL** Protection Plan for their device. This Protection Plan offers protection against one incident for the school year, which without the Protection Plan, would be the responsibility of the student and parent. **The Protection Plan does not cover the replacement costs of power blocks and charging cables.** Replacement costs for these items will be charged based on the current fee cart. *See *Replacement and Repair Costs*. Optional protection coverage will be offered to parents for purchase. This protection can be purchased for \$50 per student, not to exceed \$150 for families with 3 or more TCSS K-12 students.

Coverage Period

The protection coverage will cover **one incident per student per school year** and expires on July 31st of each school year, and encompasses lost/damaged iPads, damaged case, cracked iPad screen, lost/damaged power block and/or power cord. Any additional damages/loses after the 1st claim will need to be paid by the student's parent(s)/guardian(s) based on the table in Section: *Replacement & Repair Costs*

Transfer of Optional Protection Plan

This plan is non-transferrable to any other individual at any time. Should a student withdraw, be expelled, or be assigned to another TCSS school, there will be no refund of premium(s) paid to place this Optional Protection Plan in force.

TCSS Student & Parent Pledge for iPad Use

Your school-issued iPad is an important learning tool used for educational purposes and you must be willing to accept the following responsibilities:

- I will follow all policies and procedures as outlined by TCSS and will abide by all local, state, and federal laws when using the iPad.
- I will not attempt to add or remove programs or attempt to alter any items in system settings or on any application on the iPad without prior consent from TCSS.
- I will use appropriate language when using emails or any other form of electronic communication on my iPad. I will not create, or encourage others to create, discourteous or abusive content. I will not use my device to spread rumors, gossip, or engage in any activity that is harmful to others.
- I will keep my iPad in the protective case provided by TCSS at all times.
- I will not share or permit anyone to access or use my iPad, including family or friends.
- I will never leave the iPad unattended, and I will know where it is at all times.
- I will recharge my iPad each night.
- I will bring my iPad to school every day.
- I will keep food and drinks away from my iPad.
- I will only clean the screen with a soft, antistatic cloth and will not clean the iPad with anything other than as directed by TCSS.
- I will take good care of my iPad and not expose it to neglect by dropping it, getting it wet, leaving it outdoors, exposing it to extreme temperatures, leaving it in vehicles, or using it with food or drink nearby.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I will not disassemble any part of my iPad, attempt to repair, or have someone else repair my iPad.
- I will not remove or deface the serial number or other identification on any iPad.
- I will notify the school immediately in case of theft, loss, vandalism, or damage to my iPad.
- I will provide my iPad for inspection at any time and understand that it remains the property of TCSS.
- I agree to return the iPad, protective case, and original charger to school when requested.

We agree to abide by the responsibilities set forth in the Parent and Student Pledge for iPad Use.

Student Name (Please print)

Student Signature

Date

Parent Name (Please print)

Parent Signature

Date

Students who graduate early, withdraw, are suspended, expelled, or terminate enrollment in the Tuscaloosa County School System for any other reason must return their school issued iPad and accessories on the date of termination.