



Garland ISD

Ready 1:1

Student/Parent Handbook

Table of Contents

Overview.....	Page 3
Parent / Guardian Responsibilities.....	Page 5
iPad Rules / Guidelines	Page 6
Troubleshooting & Support	Page 8
Technology Discipline	Page 9
Examples of Unacceptable Use	Page 10
Device Security	Page 11
Damaged Equipment	Page 11
Lost or Stolen Equipment.....	Page 11
Student/Parent Signature Page	Page 13

Overview

The goal of Garland ISD's Ready 1:1 is to empower our students so that students leave us with the skills and knowledge they need to be globally competitive, now and in the future.

Ready 1:1 is important for Garland ISD students. Research indicates that students without access to digital resources and tools are at a disadvantage when compared to students who have that access. By providing a device to students, we aim to eliminate that barrier, providing equity to students who do not have technology at home. Technology provides a great opportunity for personalizing instruction for our students.

With this privilege and extraordinary opportunity comes responsibility for the parent and the student. Engaging families in the 1:1 process is key to the success of this initiative.

It is the policy of Garland ISD to maintain an environment that promotes ethical and responsible conduct with regard to all electronic resources and activities. When signing the Student/Parent Ready 1:1 Agreement, you are acknowledging that you understand and accept the information in this document.

Garland ISD students and families must understand that:

1. All students are allowed to access electronic resources unless the school is notified in writing by the guardian/parent.
2. All users of the Garland ISD network and equipment must comply at all times with the Garland ISD Acceptable Use Policy
http://www.garlandisd.net/departments/technology/tech_policies.asp
3. Devices are on loan to students and remain the property of Garland ISD. Devices will be distributed to students, and Parent Information Sessions will be provided.
4. All users are accountable to the school, district, local, state and federal laws.
5. All use of the Garland ISD technology network must support education.
6. Student and families should follow all guidelines set forth in this document.
7. All rules and guidelines are in effect before, during and after school hours, for all Garland ISD iPads on or off the campus.
8. All files stored on Garland ISD equipment, the Garland ISD network and/or district-managed cloud storage are the property of the district and may be subject to review and monitoring.
9. The terms "equipment" and "technology" refer to iPads, power cord/chargers and cases. Each piece of equipment is issued as an educational resource. The expectations of care for this equipment can be equated to those of a textbook or school-issued calculator.
10. Students are expected to keep equipment in good condition. Failure to do so will result in consequences deemed appropriate by campus administration.
11. The expectation is that each student will use and carry the iPad in the protective case provided.

12. The iPad warranty will cover normal wear and tear along with other damage that might occur during normal use of the device.
13. Students are expected to report any damage to a device as soon as possible. This means no later than the next school day.
14. Students who identify or know about a security problem are expected to convey the details to a teacher or administrator without discussing the matter with other students.
15. Students are to notify a staff member immediately if they come across information, images or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
16. All users are expected to follow existing copyright laws and educational fair use policies.
17. Students will be provided district-managed usernames and passwords. Students may not share their passwords with other students.
18. Student may not loan device components to other students for any reason. Students who do so are responsible for any lost or damaged components.
19. Devices will be configured with Garland ISD network security certificates and web-filtering policies. The district reserves the right to update these at any time.
20. All students have access to network/cloud storage.
21. Any failure to comply with the Ready 1:1 Student/Parent Agreement may result in disciplinary action. Garland ISD may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
22. Garland ISD reserves the right to collect the equipment at any time.

Parent / Guardian Responsibilities

Garland Independent School District makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the iPads in the home. There are several responsibilities assumed by the parent/ guardian outlined below.

Sign the Student / Parent iPad Agreement

Parent / Guardian Responsibility	In order for a student to be allowed to take an iPad home, the student and a parent/guardian must sign the Student/Parent Ready 1:1 Agreement. Parents are encouraged to attend a Ready 1:1 Parent Information session held by the school which provides information regarding the district-provided devices.
Orientation Topics	<ul style="list-style-type: none"> • Garland ISD Acceptable Use Policy • Student/Parent Ready 1:1 Handbook • Internet Safety and Digital Citizenship • Parent/Guardian and Student Responsibilities

Supervise Student Participation

Parent / Guardian Responsibility	<p>The parent/guardian is responsible for ensuring:</p> <ul style="list-style-type: none"> • Student brings iPad to school every day. • Student notifies school of loss or damage following the appropriate procedures.
---	---

Monitor Student Use

Parent / Guardian Responsibility	<p>The parent/guardian must agree to monitor student use of the iPad at home and away from school. The best way to keep students safe and on-task is for parents/guardians to be present and involved when devices are used outside of school. Monitoring responsibilities include:</p> <ul style="list-style-type: none"> • Be aware that Internet content will be filtered by Garland ISD systems and polices while iPads are attached to networks outside the school. • Develop a set of rules/expectations for iPad use at home. • Only allow iPad use in common rooms of the home (e.g. living room or kitchen), not in bedrooms. • Demonstrate a genuine interest in what your student is doing on the iPad. Ask questions and request that your student show you his or her work often.
---	--

iPad Responsibilities and Guidelines

Responsibilities and guidelines are included in this handbook so that students and parents/guardians are aware of the responsibilities students accept when they use a district-owned iPad. In general, this requires ethical and legal utilization of all technology resources.

Students will receive device-related training as iPads are issued and on a continuing basis within their curriculum. Below you will find an overview of topics that will be covered with students:

Responsible Use Overview

General Guidelines	All use of technology must: <ul style="list-style-type: none">⇒ Support learning⇒ Follow local, state, and federal laws⇒ Be school appropriate
Security Reminders	Secure use of technology requires that students: <ul style="list-style-type: none">⇒ Do not share logins or passwords⇒ Do not develop programs to harass others, hack, bring in viruses, or change others' files⇒ Follow Internet safety guidelines
Activities Requiring Teacher Permission	To maintain focus on instruction, students should have permission to: <ul style="list-style-type: none">⇒ Use headphones in class⇒ Download programs, music, games and videos⇒ Play games
Appropriate Content	All files must be school appropriate; inappropriate materials contain explicit or implicit references to: <ul style="list-style-type: none">⇒ Alcohol, tobacco or drugs⇒ Gangs⇒ Obscene languages or nudity⇒ Bullying or harassment

Device Use, Care and Classroom Routines

Lockers	<ul style="list-style-type: none"> ⇒ The iPad should always remain in its district-issued protective case. ⇒ The iPad should be stored on top of all locker contents. ⇒ Never pile anything on top of the iPad. ⇒ Lockers should be secured any time that the iPad is being stored there.
Hallways	<ul style="list-style-type: none"> ⇒ Properly secure the iPad while carrying it. ⇒ Never leave the device unattended for any reason. ⇒ Lock the device before changing classes.
Classroom Habits	<ul style="list-style-type: none"> ⇒ Center the device on the desk or workspace. ⇒ Lock the device before walking away from it. ⇒ Handle the iPad with care. ⇒ Carefully remove the charging unit from the back of the device ⇒ Follow all directions given by the teacher.
Care of Devices at Home	<ul style="list-style-type: none"> ⇒ Charge the device fully every night. ⇒ Use the device in a common room of the home and with parent permission. ⇒ Protect the Device from: <ul style="list-style-type: none"> • Extreme heat or cold • Food and Drinks • Pets • Small Children
Traveling to and From School	<ul style="list-style-type: none"> ⇒ Completely turn off device before traveling. ⇒ Do not leave the device in a vehicle. ⇒ Place the device in your backpack for safe travel.
Prohibited Actions	<ul style="list-style-type: none"> ⇒ Students are prohibited from: <ul style="list-style-type: none"> • Trading devices with other students at school. • Trading, selling, or exchanging devices with any parties outside the campus. • Putting stickers or additional markings on the device, case, or power cords/chargers • Defacing Garland ISD issued equipment in any way. This includes but is not limited to marking, painting, drawing or marring any surface of the device or the case. • Using the iPad camera to take pictures in locations or situations that do not respect the privacy of others. (Example: restrooms, locker rooms)

Troubleshooting & Support

Cloud Storage

With Garland ISD managed accounts, students will be provided cloud storage through Google Drive and iCloud accounts. Students must keep account information private and secure at all times. The benefit of storing information in the cloud is that it can be accessed from any device connected to the Internet, and files will not be lost if a device is no longer functional.

Support

Detailed support information is available online: <http://www.garlandisd.net/iPadSelfHelp>

If you are unable to resolve issues with your device, the next step would be to turn in an on-line student support ticket. This ticket will be routed to the person who can best help you solve your problem.

Cameras

Cameras are to be used for educational purposes only as directed by teachers. Examples include:

- ⇒ Recording videos or taking pictures to include in a project
- ⇒ Recording a student giving a speech and playing back for improvements.

Please refer to the *Parent Responsibility* section of this document for suggestions on .how to monitor student use of technology in the home

Apps

Instructional apps will be distributed by Garland ISD through a mobile device management system (MDM). Students should not install apps for personal reasons or without teacher instruction to ensure that resources on the iPad are maintained for instructional use.



Note: Any apps installed by the user that are not Garland ISD approved are subject to deletion at any time. No technical support is provided for applications and software that are personally installed.

Printing

If students need to print a hard copy of an assignment, they can login to a cloud account and save the project, then login to a campus PC and print from the cloud account.

Copyright and Plagiarism

Students are expected to follow all copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and /or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (*Title 17,USC*)

Technology Discipline

The following are examples, but not an exclusive list, of technology behavior violations:

Tech-related Behavior Violations	Traditional Classroom Violations
Email, instant messaging, Internet surfing, computer games (off-task)	Passing notes, looking at magazines (off-task)
Missing Case	AUP Violation
Cutting and pasting text without citing sources (plagiarism)	Plagiarism
Cyber-bullying	Bullying, harassment
Damaging, defacing or endangering the iPad and/or accessories	Vandalism, property damage
Using inappropriate language	Using inappropriate language
Accessing inappropriate images, files, materials and or dangerous files to the integrity of the network	Bringing inappropriate content into the classroom in a printed form
Using an electronic resource account authorized for another person	Accessing someone else's materials

Technology Violations
Behavior unique to the digital environment without a "traditional" behavior equivalent
It is a violation of the AUP to remove the iPad from the protective case or remove GISD barcode stickers from the iPad.
Deleting browser history to conceal Internet patterns
Using electronic resources for individual profit or gain, for product advertisement, for political action or political activities or for excessive personal use
Making use of digital resources in a manner that disrupts the use of the network by others or attempting to bypass the district's Internet filter
Unauthorized downloading or installation of software
Modification to the district browser settings or any other configurations designed to avoid being blocked from inappropriate content or to conceal Internet activity

Examples of Unacceptable Use

INAPPROPRIATE USE

- Using the district's electronic communications system for illegal purposes including, but not limited to, cyberbullying, gambling, pornography, and computer hacking.
- Disabling or attempting to disable any system monitoring or filtering or security measures.
- Sharing user names and passwords with others; and/or borrowing someone else's username, password, or account access.
- Purposefully opening, viewing, using or deleting files belonging to another system user without permission.
- Electronically posting personal information about one's self or others (i.e., addresses, phone numbers, and pictures).
- Downloading or plagiarizing copyrighted information without permission from the copyright holder.
- Intentionally introducing a virus or other malicious programs onto the district's system.
- Electronically posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Gaining unauthorized access to restricted information or network resources.

CYBERBULLYING

- Sending abusive text messages to cell phones, computers, or Internet-connected game consoles.
- Posting abusive comments on someone's blog or social networking site (e.g., Instagram or Facebook).
- Creating a social networking site or web page that masquerades as the victim's personal site and using it to embarrass him or her.
- Making it appear that the victim is posting malicious comments about friends to isolate him or her from friends.
- Posting the victim's personally identifiable information on a site to put them at greater risk of contact by predators.
- Sending abusive comments while playing interactive games.
- Recording and distributing media with the intent to manipulate or embarrass others.

Device Security

Filtering at School

Garland ISD maintains Internet filtering for all campuses.

Filtering at Home

Internet access on networks outside of school will be filtered by Garland ISD, but parents should still monitor students' Internet activities.

Damaged Equipment

Repairs

Occasionally, unexpected problems do occur with devices that are not the fault of the user (crashes, software, etc.). The Garland ISD Department of Technology will assist students with a replacement device when necessary.

Accidental Damage

Accidents do happen. There is a difference, however, between an accident and negligence. After an investigation by Garland ISD Technology Department and Campus Administration, it will be determined if the damage was accidental or a result of neglect. Habitual neglect will result in repair charges or loss of equipment.

Lost or Stolen Equipment

Lost Equipment

iPads will be registered in a Mobile Theft Management (MTM) program. If any equipment is lost, the students or parent must report it to the Garland ISD Security Recovery Manager within 24 hours. The sooner notification takes place, the more likely the iPad can be found.

Lost Accessories

If the charger or cable is lost, the student or parent must purchase an approved Apple certified replacement or pay a fee of \$10 for charger, \$10 for lightning cable. A missing case will result in a \$35 charge. A missing cover will be assessed a \$10 charge.

Stolen Equipment

If equipment is stolen, the theft must be reported to the Garland ISD Security Recovery Manager within 24 hours. This district representative will oversee the process of using the Mobile Theft Management program to locate the stolen device.

Failure to report the theft and follow the proper filing procedure may result in loss of privileges in the 1:1 program.

--This page intentionally left blank--

Garland ISD

Ready 1:1 Student/Parent Handbook Agreement

Student – I have read the Ready 1:1 Student/Parent Handbook and understand the Garland ISD policies relating to acceptable use of Garland ISD issued iPads and agree to abide by them. I further understand that any violation of the guidelines and policies above is unethical and may constitute a violation. Should I commit any violation, I may not be able to participate in the 1:1 program.

Student ID# _____

Student Name: _____

Student Signature: _____ Date: _____

Parent or Guardian – As the parent or guardian of this student, I have read the Ready 1:1 Student/Parent Handbook. I understand that access to this device is designed for educational purposes. The school district has taken precautions to filter/eliminate controversial materials while students are on or off the Garland ISD campus. If the device cannot communicate with the Garland ISD server while offsite, no Internet access will be available. Further, I understand it is my responsibility to supervise and monitor my child's usage when my child is not in a school setting. I hereby give permission to issue an account and device for my child and certify that the information contained on this form is correct.

Parent Name: _____

Parent Signature: _____ Date _____