



Lincoln Co. R-III School District 2021-2022 Student/Parent Personalized Learning Handbook



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Mission Statement

The Lincoln County R-III School District will educate students to achieve excellence through trusting relationships and superior instruction.

Vision Statement

R-III employees, through unwavering commitment, will . . .

- develop partnerships with external entities to give students extended opportunities and lenses to the world at large.
- provide exemplary instruction that actively challenges and engages all students, and collaborate with other R-III adults to persistently improve current practice.

So that students will . . .

- have trusting relationships,
- be the benefactors of superior instruction, and
- receive a stellar foundation to achieve excellence at all levels.

Why Personalized Learning

We are excited to offer your student the opportunity to use a District-issued iPad, case, charger cord, and charger block both in class and at home to enhance their academic experience while enrolled in the Lincoln Co. R-III School District. By providing every 4th - 12th grade student with an iPad as a 21st century learning tool, students will have access to learning at any time. Students will have equitable access to educational experiences that integrate technology throughout the educational program. iPads open up new avenues for student research, problem-solving, collaboration, and creative expression. This iPad will empower students to become drivers of their own learning and connects them with resources, people, ideas, and opportunities beyond the four walls of the classroom.

How Personalized Learning Transforms Education

Successful personalized learning implementation transforms how teachers teach and how students learn. An iPad in the hands of all students engages them in highly interactive, transformational learning. Students need to be producers and evaluators of knowledge, not just consumers. In the digital age, analyzing information is a critical skill. Students will have regular opportunities to locate, evaluate, and interpret information, as well as collaborate with others to engage in authentic, real-world tasks.

In preparing students to succeed in the 21st century, schools must ensure that students are the following:

- Digitally literate
- Inventive thinkers, successful problem-solvers, creative decision makers, and critical thinkers
- Clear and effective communicators and collaborators
- Intellectually curious and persistent
- Self-regulators
- Connected to the world around them and contributors to their communities

The goal is for students to become more active learners and producers of knowledge. Effective use of the iPad will progressively lead to more engaging forms of classroom interactions that are personalized, individualized, and differentiated.

The instructional focus will be the following:

- Increase interactivity in the classroom with the use of technology;
- Increase student engagement with active learning and authentic tasks;
- Extend learning beyond the immediate classroom through collaboration and communication;
- Provide digital learning content and resources that offer optimal challenge through adaption to individual learning needs; and
- Create a learning environment that promotes individualization, differentiation, and personalization.

What is Digital Citizenship?

Digital citizenship is the norm of appropriate, responsible technology use. Digital Citizenship is a concept which helps teachers, technology leaders and parents to understand what students/children/technology users should know to use technology appropriately. Digital Citizenship is more than just a teaching tool; it is a way to prepare students/technology users for a society full of technology. Too often we are seeing students as well as adults misusing and abusing technology but not sure what to do. The issue is more than what the users do not know but what is considered appropriate technology usage.

There are nine elements of Digital Citizenship:

- Digital Access
- Digital Commerce
- Digital Communication
- Digital Literacy
- Digital Etiquette
- Digital Law
- Digital Rights & Responsibilities
- Digital Health & Wellness
- Digital Security

Where can I learn more about Digital Citizenship and the type of things students are doing online?

- Common Sense Media goo.gl/VzHcfA
- Google Safety Center goo.gl/tJztXG
- Connect Safely goo.gl/fnmUEW
- What are kids really doing online? <https://youtu.be/YdLR4ANs2AI>
- Monitoring Social Media goo.gl/R4mTJr
- Digital Citizenship <http://bit.ly/2ka9XyN>

Parent/Guardian Responsibilities

For students to take a District-issued iPad home for the school year, the following steps must be completed:

- Read, sign and return the Student Personalized Learning Handbook Acknowledgement and Responsible Use Policy form. **(This form may also be submitted online.)**
- Pay annual usage device usage fee of \$20 plus any other outstanding Fines & Fees.

It is recommended that parents/guardians develop a care plan with their student(s) to address the following key areas:

- Use of the iPad in common spaces;
- A safe storage location for overnight charging;
- Digital citizenship expectations for use at home including guidelines for web activity;
- Collection of student passwords for parents/guardians to monitor activity; and
- Consistent conversation about the student's digital work.

If a student withdraws from the Lincoln Co. R-III School District during the school year for any reason, all items must be returned on the date of withdrawal. Parent/guardian will be responsible for the full replacement cost if items are not returned.

Device Usage Fee

There is a required **annual \$20 device usage fee** for all students to take the iPad home during the school year (grades 4-12). The fee is used to fund iPad support software.

What if the iPad Breaks?

Our District technology staff will repair the iPad. **Students and parents should NOT attempt to repair the iPad or go outside of the District for repairs.** Students will bring the iPad to the school library for repair. NHHS Students will take the iPad to the front office for repair. Students will fill out the iPad Damage Form (Appendix A) if the iPad needs to be repaired.

Parents are responsible for paying for damages on District-owned property subject to the damage fee chart below. Students will not be allowed to take the iPad home while there is an unpaid balance for repairs. This damage fee is in addition to the annual device usage fee paid at the beginning of the school year.

Damage Fee - Repair Cost

Item	Fee
Screen	\$75
Headphone Jack	\$30
Camera	\$40
iPad Home Button	\$30
iPad Replaced	\$294
Charger Cord	\$10
Charger Block	\$10
Case	\$10
Hot Spot Replacement	\$300
Apple Pencil Replacement	\$100
Apple Pencil Parts (adapter, tip, and/or Cap)	\$10
Other parts/replacement as determined by R-III Tech dept.	TBD

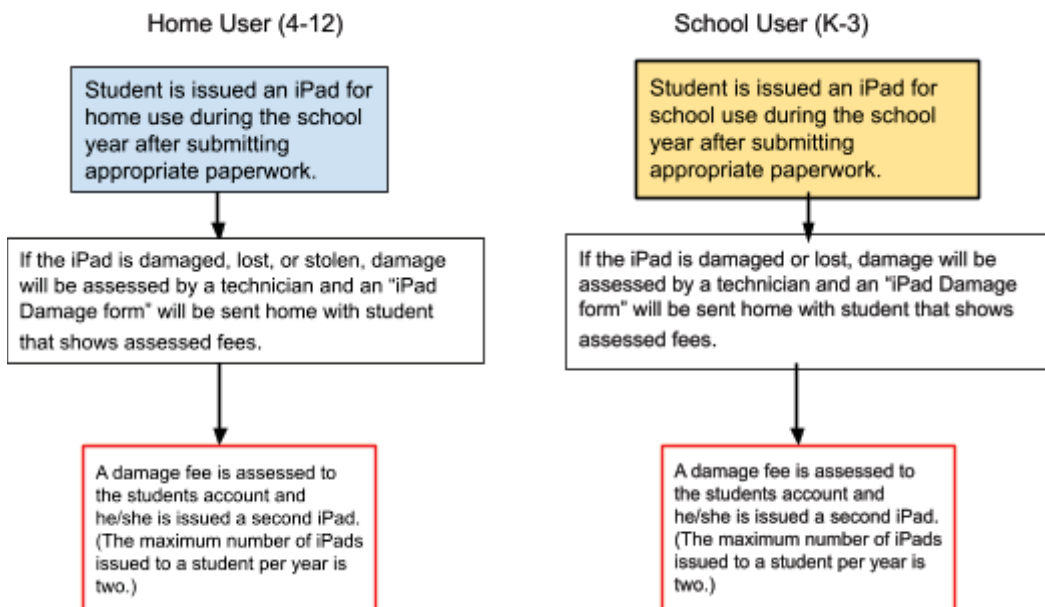
Procedures for Damaged iPad

The following is designed to be a guide and reference for dealing with iPad damage issues. Damage fees will be assessed by building administrators after evaluation of the damage by technician. Student accounts will be charged with any repair or replacement due to damage or loss. **The maximum number of iPads issued to a student per year is two.** If a student damages two iPads within a school year, the administrators and teachers will utilize alternative learning avenues.

Theft/Loss

- Student and parent/guardian must notify school administrators within one school day of the occurrence.
- Administrator will discuss the issue with the student and/or parent and investigate the issue.
- A police report is required within 24 hours of the occurrence to be completed by student/parent.
- Student and parent are responsible and liable for the full replacement cost.
- Student accounts will be charged with any repair or replacement due to damage or loss.
-
- Damage
- Student and parent/guardian must notify school administrators within one school day of the occurrence.
- Administrator will discuss the issue with the student and/or parent and investigate the issue.
- Student and parent are responsible and liable for the damage of the iPad and/or case.
- Student accounts will be charged with any repair or replacement due to damage or loss.

Procedures for Damaged iPad



** Administrator discretion: Student may not be issued an additional iPad if deemed not appropriate due to student behavior.
**The \$20 usage fee is not applied to damage or lost fees.

iPad Expectations and Guidelines

General iPad Guidelines

- All iPad usage must follow expectations as outlined in the Responsible Use Policy (RUP).
- Students will bring the iPad **fully charged** to school daily.
- Students will use appropriate language in all digital products and communities.
- Students will not use backgrounds and/or pictures with offensive language and/or materials.
- Students will not loan their iPad or charging cord/block to other individuals.
- Students will follow all directions given by the teacher regarding the iPad use.
- The iPad is labeled in a manner specific to district defined procedures. Under no circumstances are students to modify, remove, or destroy these labels.
- **Students must keep the iPad in the protective case provided by the District. There is never a need to remove the iPad from the case.**

General Security Guidelines

- Students must keep all logins and passwords private, unless shared with a parent/guardian.
- Students will not develop programs to harass others, hack, bring in viruses or change other individual's files.
- Students will not provide personal information to anyone online without the permission of a teacher/parent/guardian.
- Students, who identify or know about a security problem, are expected to convey the details to their teacher without discussing it with other students.

General iPad Care

- Students will treat this iPad with the utmost care. **Even if the iPad is in a backpack, it can still be damaged if the backpack is dropped, tossed, or thrown.**
- While the iPad is considered scratch resistant, the iPad will scratch. AVOID using any sharp objects on the iPad.
- Students will not leave their iPad unattended.
- Students will protect the iPad from extreme heat or cold, food and drinks, and pets.
- Students will keep the protective case clean and free of stickers or other decorations.
- **Students will not deface the iPad or protective case in any way.**
- Students will not pile items on top of their iPad.
- Do NOT use window cleaners, household cleaners, aerosol sprays, solvents, or abrasives to clean the iPad.

iPad Use at School

- The iPad should be brought to school each day fully charged.
- Students are responsible for bringing the iPad to all classes unless specifically instructed not to do so by a teacher.
- Students that are not following teacher's instructions, may have their iPad taken away by the administrator as a disciplinary action.

- Students in grades K-3 are considered “Day Users”. While using their assigned iPad at school, they are responsible for treating it with care.
- Care of iPad at school:
 - Never pile textbooks or any other items on top of the iPad.
 - Never use the iPad in locker rooms or bathrooms.
 - Never leave the iPad flat on the bottom of the locker or cubby.
 - Never drop, toss, or throw your backpack with the iPad inside.
 - Never leave the locker set to open without entering the entire combination.
 - Never leave the iPad unattended.

If students leave their iPad at home, a loaner device WILL NOT be issued. Students will still be responsible for getting their course work completed. Not having the iPad when it is necessary for completing course work is not a valid excuse. **If a student repeatedly leaves their iPad at home, they will be required to meet with the building administration and may lose the privilege of taking the iPad home for a period of time or permanently.**

Students should save work to a cloud based service such as iCloud using their Managed Apple ID or Google Drive using their school district Google account. Content stored on the iPad may be lost if the iPad requires repair or maintenance. The District is not responsible for the loss of data or documents.

iPad Use Away From School

The iPad is the property of the Lincoln Co. R-III School District and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of material found on the iPad. The iPad can be remotely located. Modifying, disabling, or attempting to disable the Remote Management is a violation of the Responsible Use Policy (RUP) and grounds for disciplinary actions.

Apps on the iPad

The apps originally installed by the Lincoln Co. R-III School District must remain on the iPad in usable condition and be easily accessible at all times. The District may add apps for use in a particular course. The District will NOT load apps on personal devices. Students will be required to remove personal content to make space for educational materials if the device reaches storage capacity.

If technical difficulties occur or illegal apps are discovered, the iPad will be restored to factory settings. Lincoln Co. R-III School District does not accept responsibility for the loss of any apps or documents deleted due to a re-format or re-image. Upgrade versions of licensed apps are available from time to time. Students may be required to check in their iPad for periodic updates and syncing.

Saving Files and Work

The iPad has 32GB of electronic storage space. As with all electronic files, it is good practice to backup, duplicate, or archive files to an independent storage space. Content stored on the iPad may be lost if the iPad requires repair or maintenance. The District is not responsible for the loss of data or documents.

iPads are not automatically backed up by the school district. Students are responsible for signing into their managed Apple ID and turning on iCloud Backup to prevent loss of files should the iPad need to be reimaged or replaced.

Apple ID

The District will use Managed Apple IDs for all students and staff to use for educational purposes. Managed Apple IDs are unique to our district and are separate from Apple IDs that individuals can create for themselves. Managed Apple IDs are used to log in and access Apple tools and storage space. Managed Apple IDs also include 200GB of iCloud storage.

Managing and Filtering of the iPad

Student iPads will be managed and supervised through FileWave. FileWave is a mobile device management software that will be used to secure and manage devices. The iPad will have restrictions set for content and accessibility to certain apps.

The District utilizes CIPAFilter as our filtering solution. The iPad will access the same filtered Internet that all District devices and computers use. No content filtering solution is perfect and capable of preventing access to online inappropriate content. Content filters provide a degree of protection to the user and the device. Always use necessary precautions for Internet safety at home and other locations. **Parent/guardian supervision is always recommended.**

Responsible Use Policy

The Lincoln County R-III School District promotes educational excellence by providing access to electronic-based information technology. The use of the district's technology and electronic resources is a privilege.

All users are expected to:

- Maintain a high level of professional and personal responsibility;
- Display digital citizenship;
- Abide by generally accepted rules of electronic network etiquette and not share personal information other than as required by the district;
- Know the district filters Internet content;
- Understand all electronic activity is monitored;
- Protect system usernames and passwords and not share with others; and
- Report any violations of electronic usage.

The Lincoln Co. R-III School District will NOT be responsible or liable for any of the following:

- Information retrieved or lost through the district's network
- Information stored by users on the district's hard drives, file servers, or other media
- Damage to personal property as a result of accessing the district's network

Device Deployment

The District will schedule device deployment days in the fall of each year for students who will be taking an iPad home for use during the school year. Students will need to:

- Read, sign and return the Student Personalized Learning Handbook Acknowledgement and Responsible Use Policy form. **(This form may be submitted online too.)**
- Pay annual usage device usage fee of \$20 plus any other outstanding Fines & Fees.

Students who enroll during the school year could have a five-day waiting period before the student is eligible to take the iPad home. Student and parent/guardian will need to sign the appropriate form and pay the annual usage device fee to receive an iPad . New students should contact the school librarian to schedule a time to pick up an iPad.

Collection Days

The iPad remains the property of the Lincoln Co. R-III School District. Upon transfer or withdrawal from the district, the student and parent/guardian agree to return the iPad, case, charger cord, and charger block to the library and/or school office. Failure to return the items will result in financial obligation of the parent/guardian for the replacement cost.

Items will be checked for damage during collection. Students are liable for any damages assessed.

Behavior and Discipline Related to Student iPad Use

All rules relating to discipline are established by the Lincoln Co. R-III School District Board Policies and Regulations and can be found in the Parent/Student Handbooks and on the District webpage. The iPad can be taken away from the student as a disciplinary action by the administrator. The student iPad remains property of the Lincoln Co. R-III School District and can be confiscated and searched without prior notice to the student or parent/guardian.

This handbook highlights key information about our program and the responsibilities of both students and parents/guardians. The policies, procedures, and information within this handbook apply to the iPad. Severe Clause regarding consequences for the abuse of electronic devices that negatively impact student well-being and/or the school culture may be handled at administrator discretion. The Lincoln Co. R-III School District reserves the right to make any additions or alterations to this policy necessary to insure the effectiveness of this program as well as the safety and well-being of our students.

Appendix A - iPad Damage Form



iPad Damage Form

Student Name: _____

Grade: _____ Building: _____ Date: _____

Explain how iPad was damaged:

Technician Review and Assessment of Damages

ITEM	COMMENT	FEE
iPad		
Case		
Charger Cord		
Charger Block		

Damage Fee - Repair Cost

Item	Fee
Screen	\$75
Headphone Jack	\$30
Camera	\$40
iPad Home Button	\$30
iPad Replaced	\$294
Charger Cord	\$10
Charger Block	\$10
Case	\$10

Student has disabled the following:

- iCloud Lock
- Find my iPad
- Screen Lock

Technician Signature: _____

Total Damage Fee Due: _____

All fees must be paid before a student may become a Home User again. Due to the nature of damage, a student may become a Day User only after fees are paid.

Signature of Student: _____ Date: _____

Signature of District Employee Assessing Damage: _____ Date: _____

****If parents or guardians have questions/concerns regarding the above Damage Fee, please contact the building administration within 48 hours to discuss.**

Office Use Only:

- Send home iPad Damage Form with student
- Enter incident in SISK12 Parent Contact Log and uploaded PDF of iPad Damage Form
- Enter Damage Fee in Fines & Fees
- Contact technician to repair/replace as indicated.
- Enter payment in Fines & Fees and give iPad back to student

**Lincoln Co. R-III School District
2021-2022 Student/Parent Personalized Learning
Handbook Acknowledgement
and Responsible Use Policy Form**

We have read and will comply with all policies and procedures outlined within this handbook.

We have paid the required annual device usage fee and understand that we are responsible for any damage fees for repair or replacement purposes.

Student Name: _____

Grade: _____ Building: _____

Student's Signature: _____ Date: _____

Parent/Guardian Name: _____

Parent/Guardian's Signature: _____

Relationship to Student: _____ Date: _____

Annual Device Usage Fee \$20 Payment Type:

_____ Online Payment (show email/receipt)

_____ Cash

_____ Check # _____