



Guidelines for Use of Device: Next Generation Learning

The Avon Maitland District School Board is offering student a School Board owned device to use for learning. The devices provided to students are iPads or Chromebooks. These devices are powerful but easy-to-use, and we hope students will take full advantage of this great learning opportunity.

Devices (iPads or Chromebooks) are issued to students as educational tools and should be used in this capacity. Each student involved in the NGL initiative will be assigned a device for his/her individual use both at school and at home. Some personalization of the device is allowed; however, students must remember that the device is the **property of the Avon Maitland District School Board** and can only be used while following all of the requirements described in the Board's computer use policies. Misuse of the device can lead to disciplinary action and/or the loss of the privilege of using the device.

Students who receive a device may continue to use it throughout their time in the Avon Maitland District School Board, but must return the device should they leave, or should it be believed by school/board administration that the iPad has content that is deemed by administration to be inappropriate, illegal, or injurious to the culture of the school and its community.

Parents or guardians, when signing the “Acknowledgement of Receipt” form, are taking financial responsibility for the device. They may be required to pay a deductible fee, a repair cost, or the full replacement cost of the device if it is damaged, lost, stolen or destroyed.

This document is meant to be a guideline only. If you have further questions or concerns, that are not specifically referred to in this document, please address them directly to your child's teacher or Principal.

Additional concerns can also be directed to Jason Hillier, Manager of Information Technology at 519-482-5428, extension 249.

Security:

When an iPad or Chromebook has been issued and registered to an individual student, the student is responsible for his/her assigned device at all times. Any damage, loss or theft must be reported to the school as soon as possible.

iPads and Chromebooks are very portable and can be taken easily. Students must secure the device at all times and take precautions to prevent it from being stolen. Under no circumstances should iPads or Chromebooks be

left in an unlocked or unsupervised area. If an iPad or Chromebook is found and unclaimed, it should be sent to the school office.

iPads

To help prevent loss of iPads, each iPad has been attached to a remote management system (Meraki MDM). Removing an iPad from the management system will be subject to disciplinary action. iPads are also set with, and must have, the "Find my iPad" and location services functions turned on at all times.

When iPads are deployed, students are directed to set up a unique 4-digit passcode lock on the iPad. Students are directed to record this code and share it with their parents/guardians and school staff. As a school-owner device, parents/guardians and all school staff have will have access to all login credentials and to any restrictions codes set up on the iPad.

Chromebooks

To prevent loss of Chromebooks, each Chromebook has been enrolled within a centralized Google management system. Removing a Chromebook from the management system will be subject to disciplinary action.

When Chromebooks are deployed, students will login using their Google Ed account email address and password. As a school-owner device, parents/guardians and all school staff have will have access to all login credentials and to any restrictions codes set up on the iPad.

Breakage, Loss and Repair:

We anticipate that students will take good care of the devices and that parents/guardians and staff will assist us in assuring that this is the case; however, parents/guardians and students need to be aware of the following conditions related to damage, loss or theft of a device. If the device, or accessories, are damaged or not working properly, please report this to your teacher immediately.

1. All iPads and Chromebooks have manufacturer's warranty protection, which covers the device for manufacturing defects for two years (iPads) and one year (Chromebooks) from the time of purchase. There is no cost for manufacturing defects.
2. In the case of accidental damage of an iPad, as assessed by the Principal of the school, the Board agrees to repair two instances of accidental damage. Parents/guardians, by signing the "Acknowledgement of Receipt" form are agreeing to pay a \$50 deductible fee for each of these instances of accidental damage.
3. In the case of accidental damage of a Chromebook, as assessed by the Principal of the school, when possible, the Board agrees to repair the Chromebook. Parents/guardians, by signing the "Acknowledgement of Receipt" form are agreeing to cover the repair costs required to repair these instances of accidental damage.

4. All damaged NGL devices must be submitted to Board staff for repairs.

a. Instances of accidental damage will be treated on a case-by-case basis to determine who is responsible for paying the deductible or repair cost of a Chromebook. The general rule for damage that occurs away from school is that it will be the parents/guardians' responsibility to pay the iPad deductible or Chromebook repair unless there are extenuating circumstances. In instances of damage that occur at school, the principal will investigate the cause of the damage and determine whose responsibility it will be to cover the cost of repair - the parent of the student who has been assigned the iPad/Chromebook, the parent of another student, someone else altogether, or possibly the school, depending on the circumstances surrounding the incident. Depending on the circumstances, the cost could also be jointly shared by any of the above parties.

b. It is important to note that the Board does not cover cases of willful, deliberate or malicious damage. The cost of repair or replacement in such cases will be borne by the individuals responsible for the damage, which may include parents/guardians. Further, Principals are encouraged to discontinue student use of an iPad or Chromebook (particularly at-home use) in cases in which the student has intentionally damaged Board property.

5. If two repairs have already been completed on an iPad, additional repairs will be the responsibility of the parents/guardians. In such cases, the school principal or classroom teacher can advise parents/guardians of the process for requesting a repair, and an estimate can be provided by the IT Department before repairs are undertaken. The Board IT Department staff are available to repair damaged iPads or Chromebooks for the cost of the parts and no service fees will be charged.

6. There is no protection for theft or loss, but there are two programs installed that may assist us in locating lost or stolen iPads, and one program to assist us in locating lost or stolen Chromebooks. It is important, therefore that Find My iPad and Meraki Systems Manager for iPad remain turned on at all times. Chromebooks are tracked via the Google Management software using software embedded within the Chromebook software. In the case of loss or theft, the same rules will apply: loss or theft away from school will be the parents/guardians' responsibility. Any loss or theft at school will be investigated by the school principal to determine responsibility. Any instances of theft must be reported to the police and school as soon as possible.

General Care:

Cords and cables must be inserted and removed carefully to prevent undue wear and damage. Care should be taken to prevent the device, cables, and accessories from getting wet. This includes accidental food and beverage spills, excess humidity and precipitation. Avoid exposure to long-term temperature extremes.

The screen of the iPad and Chromebook can be damaged if not properly cared for. The screens are particularly susceptible to damage from excessive pressure. Use only a clean, soft cloth to wipe the screen. Do not use cleansers of any type. Do not lean on or place anything heavy against the screen.

If carrying an iPad or Chromebook in a backpack, take care it does not receive extreme or uneven pressure against the screen. Dropping or banging a backpack while carrying the device can result in damage.

Students are to use the protective case provided by the Board. This case is provided to each student to help protect the device from damage. The case is designed to protect the device in the course of normal use, but is not designed to withstand excessive force.

The device must be kept in the case at all times. If the parent/guardian chooses to purchase another style of protective case, care should be taken, since not all cases provide the same level of protection. Please consult your teacher for direction regarding appropriate cases. Please note, that damages to a device not kept in the provided case, may not be covered by warranty protection.

Information (Storage, use and Privacy):

All NGL devices are owned by the Avon Maitland DSB. Therefore, the device and any content are always subject to examination by any school board staff.

Students will have adequate storage available on their personal device or within Google Drive. Students must maintain sufficient available memory to accommodate all school-required content. Required apps and books must remain on the device in usable condition and/or be easily accessible at all times. Periodic checks of devices may be made to ensure the student hasn't removed the school-issued apps or added inappropriate content.

Personal content, e.g. photos, videos, music and personal apps, are permitted as space allows. Students may be required to remove/offload personal content if space is required to accommodate required apps and content.

Inappropriate media may not be stored on the iPad or Chromebook account at any time. Inappropriate media includes, but is not limited to, the mention or depiction of weapons, pornographic materials, inappropriate language, and references to tobacco, alcohol, drugs, and violence. Possession of pornographic materials associated with minors is governed by both school policy and by the law. Students are advised that any infractions of this policy may be dealt with as a criminal offence.

Students should update apps and software on the iPad as required. Chromebooks automatically update so no action is required. Furthermore, students should backup their content by ensuring their work is saved to their GAFE (Google Apps for Education) account. Backing up work is essential to maintaining the integrity of student data. It is the responsibility of the student to maintain a current backup of all school assignments.

Responsible Use of the Device:

This device is provided for the sole use of the student to whom it has been provided. Students must never loan the device to another student for any reason. Any activity on a student's device is the responsibility of that student.

Students are required to bring the device (properly charged from home) to school each day. Placing a morning alarm on the device will help ensure the device is not left at home. Students must bring their device to all classes, unless specifically instructed not to do so by their teacher.

Forgetting a device at home or not having a sufficiently charged device will not be allowed to preclude any student from participating in class or not completing assignments. Each class may have individual consequences for students who do not come prepared with their devices. Coursework, not complete due to not having the device in class, will be subject to the same consequences as other incomplete work.

The audio speakers on the device should be muted at all times unless permission is obtained from the teacher for instructional purposes. Students may not wear headphones to listen to music or other media on the device or other device unless the classroom teacher has granted permission to do so. During class time students may not play non-instructional games on the device. Instructional games may be used under the direction of the teacher.

Each device has been pre-set to the school's wireless network. Students are not to bypass AMDSB security and filtering systems on any device. Students are permitted to set up additional wireless networks on their devices for off-campus use.

Any activities not directly related to teacher-directed classroom activities are considered inappropriate use. These activities include but are not limited to texting, FaceTime and social networking, and are not permitted during class time.

"Jail-broken" devices - that is devices that have had changes made to the IOS operating system - may not be used. Attempts to jailbreak a school-owned device will be treated as vandalism. Personal devices that have been "jail-broken" are not permitted on the school network.

Changing another's passcode or any unauthorized access to another's device or accounts, will be treated as theft or hacking and will be handled according to school policy.

While the device is in use at home, it is recommended that parents/guardians establish routines that address the appropriate use of the device. This might include: placing filters on the home internet, placing restriction settings on the device, limiting the duration of use, limiting the locations in the home where the device is used, and/or limiting the types of apps/games/websites allowed.

One of the most important ways of being responsible online, is by protecting your personal information and the personal information of others. Personal information includes things like: your name, your email address, your home address, your photos, your phone number, passwords and your current location. In general, it means any information that can be used to identify you or find you. Students are directed not to provide this information online without the supervision of their teacher or parent.

Students are responsible for asking permission prior to photographing or videotaping other students. Photos or videos of others may not be posted to websites, including Facebook and other forms of social media without the individual's expressed consent (and parental consent) and the informed consent of the teacher. No recording is allowed in private areas such as bathrooms and change-rooms. Use of recording and photo equipment is governed by both school policy and by provincial and federal law. Students are advised that any infractions of this policy may be dealt with as a criminal offence. Teachers and parent/guardians are asked to direct students to remove any non-instructional photos of other students from their devices. It is important that students limit the amount of personal information that they share, and that they understand the importance of keeping private lives private.

By creating social network profiles and sharing at least some personal information online, students can reach out to others, share their ideas and experiences, and form support networks. At the same time, disclosing too much online can be harmful, given that information can persist indefinitely and can be shared with unintended audiences. Information, posts, comments, pictures and other personal information that is posted online can be quickly viewed by many people. Students need to be thoughtful about what they post as all internet traffic is recorded by servers. Furthermore, postings can be embarrassing and even harmful to the student and/or others. It is important that students understand the value and importance of creating a positive digital footprint.

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