



Check Off List 1:1 iPad Rollout

- Unlock cart using the key provided by your Media Specialist.
- Make sure you have the correct number of iPads in your cart — if there is a discrepancy please write the amount on the lines indicated. Make sure the number of students and names match your roster.
- _____# of ipads _____# of students on your roster.

iPad deficit: _____

iPad surplus: _____

- Make sure every iPad is turned on. If iPad is off, press power button on upper right hand corner of device for 2-3 seconds until you see white Apple logo. If battery is dead, plug iPad into cart.
- Make sure iPad in each slot is plugged in and charging.
- Make sure cart is plugged into wall.
- Make sure power switch on cart is turned on (small red switch located on back of cart)

Issues: _____

Name: _____

Date: _____

Signature: _____

****Turn in form to your Media Specialist after you have completed each of these steps.****



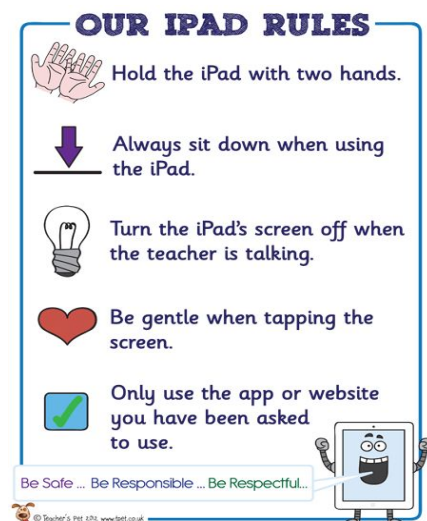
iPad Day 1 Check-off List

- Establish Rules
- Set Classroom Routines
- Communicate Distribution/Collection Expectations
- Establish Student Roles
- Store iPads securely daily
- Responsible Uses for students
- Refer to SCCPSS iPad Management Guide for more detailed expectations.

Establish Rules

As teachers gain experience implementing iPads in the classroom, they will develop skills and experiences that will help them form iPad classroom rules. In the meantime, I suggest the following list:

- Students should have clean hands prior to handling devices.
- If the device is an iPad, the touchscreen interacts only with the touch of your finger or stylus. DO NOT use pencils, pens, or any other device to interact with the screen!
- When using an iPad to select an application, tap on the icon for that application lightly with your finger. To return to the home



- screen press the Home button at the bottom of the device.
- Do not delete or install any applications. (This is restricted always.)
 - Remind students they should only work in the application(s) that are assigned for that lesson.
 - Inform students that the individual who is given the device manages anything that turns up on the device and that one consequence of misuse may be a personal loss of access. It is within reason to imagine that the entire class might lose access due to misuse as well.
 - Keep food/drinks away from devices at all times.

Classroom Routines

Below are some classroom routines that will help teachers and students save valuable instructional time.

1. Students should wait at their tables quietly until given permission from the teacher to retrieve their devices from their designated iPad cart.
2. Each student should be given an iPad number for the space for that device he or she will use on a daily basis.
3. When not using your iPad, place device in colored coded basket on your table.
4. When not using your iPad, be sure to place it on top of (not under) books that may be on your desk. Never stack items on top of the iPad.
5. Listen for further instructions from the teacher.

Distribution/Collection

Daily procedures

There are many ways to distribute and collect devices for student use. Establishing routines in the classroom will depend on the type of environment they will be used in. It is advised that teachers plan, list

and discuss the daily distribution and collection procedures. These should be written in a kids-friendly version.

Examples:

Controlled Environment 1:1 Classroom iPads

1. Suggestions for distributing devices during class time:
 - a. Sets of devices are kept in bins on each table for student use throughout the day.
 - b. For individual projects have students come to a central location to retrieve the device, for example from the cart or a table in the back of the classroom.
 - c. Designate a spot on each desk/table for device to remain on throughout the day and designate a table monitor to return the devices to the cart at the end of the day.
 - d. Once students are done using their iPads have them quietly place their iPads in their designated numbered slots making sure they are plugged in and charging for the next time they use them. (Tip: Call table groups to place their iPads back in the charging bin at a time)
2. Allow class time at the start and end of each class to distribute and collect devices.
3. Allow time for students to save and exit applications.
4. Each application will have a unique way to submit the final product. Be sure to understand and test how each student will turn in completed projects.

Student roles

An iPad is a valuable device and could be the target of theft. Please talk to your student about how to keep the iPad safe. To keep their iPads safe, students should:

1. Never leave the iPad unattended.
2. Do not lend the iPad to another person. You are solely responsible for the care and security of your iPad.
3. Each iPad has a unique identification number and district property control tag. Do not remove the tags or change the numbers.
4. Don't leave an iPad on the floor or ground. It could be stepped on and damaged.

Students should always:

1. Follow the classroom rules
2. Keep your username and password a secret
3. Treat others with respect
4. Tell the teacher if somebody is making you feel uncomfortable
5. Keep the iPad in its case
6. Use the iPad for school work

Storing iPads daily

- Always place your devices in the correct slot
- All devices should be plugged in when in the cart.
- Allot enough time at the end of class for students to close all programs, save work and make sure every device is collected.
- Ensure all units are charging – (Check the indicator lights on the back of the cart).
- When you are finished with the cart, be sure the cart's logbook has an updated roster and that you reported any problems.
- Be sure the cart is locked.

OUR IPAD RULES



Hold the iPad with two hands.



Always sit down when using the iPad.



Turn the iPad's screen off when the teacher is talking.



Be gentle when tapping the screen.



Only use the app or website you have been asked to use.

Be Safe ... Be Responsible ... Be Respectful...



Student Roles

1. Remember your
passcode
2. Always keep your iPad in
a safe place
3. Remember to store your
iPad in the charging cart
4. Only use your iPad

Student Version

Student Responsibilities and Expectations

Students are to use the iPad in accordance with the SCCPSS Acceptable Use Regulations and to maintain the iPad in accordance with the procedures and information provided.

Students are expected to treat the iPad as a valuable piece of equipment.

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the Media Center for an evaluation of the equipment.

General Precautions

- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPad and case must remain free of any writing, drawing, stickers, or labels that are not the property of SCCPSS.
- iPads must never be left in an unattended or unsupervised area.
- Students must keep their iPad in the protective case, provided by the school, at all times.

Carrying iPads

The protective case provided with the iPads has sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the classroom.

- iPads must always be within the protective case.
- Avoid bumping the iPad against any surface.

Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad at any time.
- Do not place anything near the iPad that could put pressure on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen. Teachers responsible for cleaning.
- Do not "bump" the iPad against desk, walls and floors, etc. as it will eventually break the screen.

Storing Your iPad

When students are not using the iPads, they should be stored in the secured cart in the classroom.



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Student Pledge for iPad Use 2016-2017

Student Name: _____

iPad Serial Number: _____

Grade Level: _____

Hodge Elementary students have the privilege of using a school issued iPad device. In order to maintain that privilege, I agree to the following:

(Student: Initial each line, please)

_____ I agree to carry the iPad device in the padded case provided with the iPad at all times so that it will not be damaged or destroyed.

_____ I understand that if the iPad device is damaged, I will notify my teacher immediately.

_____ I understand if I do not handle the iPad properly, I may not be allowed to use the iPad.

Student Name: _____ Date: _____

Parent Signature: _____ Date: _____

Media Specialist: _____ Date: _____

White Bluff Elementary

Come Soar with the Eagles



9902 White Bluff Road Savannah, GA 31406
Phone: (912) 395-3325 FAX: (912) 961-3334

Student Pledge for iPad Use 2016-2017

Student Name: _____

iPad Serial Number: _____

Grade Level: _____

White Bluff Elementary students have the privilege of using a school issued iPad device. In order to maintain that privilege, I agree to the following:

(Student: Initial each line, please)

_____ I agree to carry the iPad device in the padded case provided with the iPad at all times so that it will not be damaged or destroyed.

_____ I understand that if the iPad device is damaged, I will notify my teacher immediately.

_____ I understand if I do not handle the iPad properly, I may not be allowed to use the iPad.

Student Name: _____ Date: _____

Parent Signature: _____ Date: _____

Media Specialist: _____ Date: _____

Student Discipline

White Bluff and Hodge Elementary Schools are the 2 schools in SCCPSS to participate in the 1:1 iPad Program. This device is proving an amazing learning tool and provides our K-2 students with unique and advanced opportunities in education. We want to teach the students of White Bluff and Hodge Elementary to be responsible and accountable when using this innovative instrument.

The discipline procedures below address all levels of offenses, including stealing and destruction of school or personal property, which includes SCCPSS iPads. Depending on the seriousness of the offense, students may lose usage privileges..

Student Use of iPad

- Using the iPad during inappropriate times.
- Camera Misuse: Took images of classmates without permission of other students
- Took images during instruction without prior authorization of the teacher.
- Accessing applications/sites not approved by the teacher
- Possessing an iPad that is not assigned to him/her
- Damage: Negligent and/or Intentional
- Negligent Damage: Damaging the iPad by using unsafe practices (liquids near the device, placing it on the floor or seat, running with it, tossing it to others, etc)
- Intentional Damage: using aggressive force or any other intentional activity with the device that results in damage

Sample Disciplinary Actions

Actions that violate any of the items in the Respectable Use Policy, Internet Usage Policy, iPad Guidelines or individual classroom teacher iPad policies will result in:

- **1st Offense** - Verbal Warning
- **2nd Offense** – iPad will be removed for one full day and student is responsible for the same work through another mode

- **3rd Offense & Beyond** – Disciplinary Referral
- **Severe Clause** – In severe cases, steps 1 & 2 may be skipped