

Tekonsha High School
245 S. Elm Street
Tekonsha, MI 49092
517.767.4121

September 4, 2012

Dear Parents/Guardians,

Last year, through the aide of grant money, our school purchased 50 iPads that were used in two classrooms. These technological instruments helped further our students' education as well as pique his/her interest in school.

After much consideration, the iPads were purchased due to the fact that they suit the needs of both the English and Science Departments. Mr. Jahn will be using iPads for e-textbooks, science applications (apps), webquests, and science related media.

In English, Mrs. Gaborik and Mrs. Layne will be using the iPads to teach their literature class. The iPad is a great tool because it has the capability to enlarge text and play audio books. They are hoping that using the iPads will also help cut the cost of replacing old, worn paperback novels each year. The iPads have helpful applications (apps) such as a dictionary, thesaurus, Shakespeare, and internet access (if needed).

The packet enclosed is an Electronic Device Handbook for you to read through with your student. The back sheet **MUST** be signed by you and your student before your student can use the iPad. Please make sure to sign and return the back page of the handbook by September 11, 2012, so the iPads can be used as soon as possible.

Sincerely,

Mr. Krause, Superintendent

Mrs. Gaborik, English Department

Mr. Jahn, Science Department

Mrs. Layne, English/Special Education Department

Tekonsha Community School Electric Device Handbook

2012-2013

(For All Students & Parents)

I. Technology Vision

Students of Tekonsha Community School have a unique opportunity to use electric devices in the classroom, such as iPads, to participate in class discussions, read literature more comfortably through text size adjustment as well as to listen to works of literature, complete class work, and explore educational resources in the twenty-first century.

II. Student Responsibilities

A. *Handling & Caring of iPads*

<u>Proper Usage</u>	<u>Inappropriate Usage</u>
<ul style="list-style-type: none">-Keep in protective case at all times-Use the iPad on flat, stable surface-Use two hands when carrying the iPad by gripping the outer edges.-Lightly use fingers to navigate the iPad-Wipe iPad screen with CLEANING CLOTH before/after each use.- Return cleaning cloth when finished cleaning the iPad screen.	<ul style="list-style-type: none">-Do not set anything on the iPad-Do not use any object on the iPad except for a cleaning cloth-No food or drink around the iPad-Do not hand the iPad with dirty or wet hands.- Do not use anything but the cleaning cloth to wipe the iPad screen.-Students are not allow to change, alter, or delete iPad settings or Apps.

B. *Operating & Handling Procedures*

1. Transporting the iPad over short distances should be done securely with two hands. iPad is only to be used on a flat, stable surfaces which avoids the proximity of food, liquids, and other potentially harmful areas or objects.
2. The user should scan the iPad for potential device problems.
3. Lens cloth should only be used when the device is turned off.
4. The button, located at the bottom of the iPad in the center, can be used to turn the iPad on or to the home screen. After the iPad is turned on it will ask the user to slide the arrow icon to the right.
5. Turning off the iPad can be done by On/Off Button located at the top right side of the device.
6. Volume control is located on the upper right side of the device; audio should only be used with the use of earphones or earbuds (which will be supplied by the students).

C. Application & Screen Navigation

1. A single, **LIGHT** touch on an application (app) will open the program.
2. Moving the screen can be operated by dragging your finger lightly.
3. Screen zoom occurs by moving the thumb and the first finger out or inward.
4. Digital keypad will appear at the bottom of the screen by placing your finger on an entire text field.

D. Inappropriate iPad Usage

School iPads are only to be used as a learning tool. Students will operate through instructional guidance of qualified teachers. Students are not allow to change, alter, delete iPad apps or settings. Internet usage through the iPad will only be used for educational purpose which will be directed by the teacher. Inappropriate usage of the iPad, including the internet, will result in loss of iPad and internet access, as per Student Handbook.

III. School Usage of iPads

The iPad is produced by Apple Inc. which is a thin, light weight, and touch screen electrical tablet that is designed for web surfing, watching videos, reading books, etc. Furthermore, the iPad allows learners the benefit of a long term battery charge, easy access to educational materials, and brings digital media in the hands of students in seconds. Students will be using iPads for the sole purpose of educational use through the instructional directions of the classroom teacher and administration. The objective of the iPad usage by students is to provide an enriched learning environment.

IV. Internet Access

The student exercising his/her right to use the Internet, as an educational resource, shall also accept the responsibility for all material created and received.

Only those students with prior experience and instruction, who have signed their personal agreements shall be authorized to use the Internet. All students will follow the signed technology agreement policies as adopted by the Tekonsha Board of Education.

Disciplinary Action:

1. **First Offense:** Verbal Warning.
2. **Second Offense:** Potential banning from the use of computer system and potential failure of any class that requires computer usage may also result from this offense.

V. Loss or Damage Electric Devices

Students will be responsible for replacing lost or damaged devices if negligence is involved in iPad damage. In addition, the Tekonsha Community Schools has purchased extended manufactured warranty which only covers defaults of the iPad and does not cover misuse including dropping the iPad on the floor. Students will be responsible for iPad usage during their designated usage time in which he/or she may be asked to cover the insurance deductible of \$100.00 if the iPad is damaged or lost during the users usage period.

VI. Ethical & Appropriate Use

A. I can use technology devices, the network and internet resources to ...

- complete classroom assignments
- collaborate with other students and my teacher
- conduct approved independent study
- search and use information for research projects
- publish and share my work
- print assignments with my teacher's permission
- learn through educational game sites that are approved by my teacher
- access files from the server that belong to me
- read books
- listen to audio books

B. While using network and internet resources I agree to...

- refrain from giving out personal information such as last name, address, or phone number
- send or receive e-mail UNLESS my teacher has designed a project calling for e-mail use.
- respect and abide by all copyright laws (NO PLAGIARISM!)
- only access materials appropriate to the learning activity
- refrain from using social networking sites such as MySpace and Facebook

I have read and agree to abide by the conditions of care and use of iPads.

Print Student Name: _____

Student Signature: _____

Print Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____