



IPADs for CCPS Students

What You Need to Know

A Handbook for Students and Families



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~ TABLE OF CONTENTS ~

IPAD BASICS	2
GETTING TO KNOW MY IPAD	3
KEEPING YOUR IPAD SAFE	4
CONNECTING THE IPAD TO INTERNET	5
GOOGLE SUITE ON THE IPAD	7
LEARNING MANAGEMENT SYSTEM	8
APPS ON THE IPAD	9
MULTIMEDIA, CONTENT AND DATA	10
EXPECTATIONS FOR USING THE IPAD FOR STUDENTS	11
EXPECTATIONS FOR USING THE IPAD FOR PARENTS AND GUARDIANS	12
DAMAGED, LOST OR STOLEN IPADS AND ACCESSORIES	13
CCPS TECHNOLOGY USE SCHOOL BOARD GUIDELINES	14

IPAD BASICS

The iPad is a small computer with a glass screen. iPads are useful and sturdy – when cared for properly. We have a lot to tell you about using and taking care of the iPad. Please read the pages that follow and be sure to contact your school with any questions you might have.

WHAT MAKES AN IPAD GO?

The iPad runs on an internal battery that needs to be recharged. Use only the Apple wall charger provided with our iPad to charge the device. Students who have iPad take home privileges are responsible for taking care of their chargers and cords. They must return them along with the iPad at the end of the summer school session or when they leave the school district.

OPEN, QUIT AND REOPEN APPS

Open - Tap once on the app icon to open the app.

Quit - Double-click the HOME button, then swipe up on the app. This is a good habit to form. Closing all apps will keep them from running in the background. Your iPad will perform better too.

Reopen - Tap once on the HOME button, then tap the app.

GETTING TO KNOW MY IPAD



Power Off: Hold the "on/off" button for a few seconds and then swipe on the screen to shut down. (This might need to be done on occasion when the iPad isn't functioning correctly)



Power On: Hold the "on/off" button for a few seconds until the Apple logo appears. The iPad takes a few seconds to boot up.

Screenshot: Push the "on/off" button and the "home" button at the same time. You will see the image of the screenshot and then it will save to the photos app.



Close Apps: Double click the home button and then swipe each app window to the top of the screen. When it disappears, it is closed. (*Do this at least once a week.*)

DOES THE IPAD COME WITH A CASE?

All iPads will come with a protective case. The case should remain on the iPad at all times.

HOW DO I CARE FOR THE SCREEN?

Be gentle with your iPad, and especially the screen. Do not:

- lean on the screen.
- stack books or other heavy objects on top of the iPad.
- hit the iPad against the wall, doors, people, or other objects.
- place liquids in a book bag or backpack containing an iPad.
- use sharp objects on the screen – it will scratch.
- use pens or pencils on the screen.
- place anything in the iPad case except the iPad.

To protect the screen while you are moving, carry the iPad in front of your body and avoid bumping into others.

To clean the screen use a soft, lint-free cloth – like a clean, dry dish towel – to wipe off the iPad. Never use window cleaners, household chemicals or cleaners, ammonia, alcohol, or alcohol-base products, or other abrasives to clean your iPad. They could remove the special coating and/or scratch the screen. Also, do not use compressed air to clean ports (the little openings on the edges of the iPad where cords are plugged in).

CABLES AND CORDS



- Please be careful when you plug a cable or cord into your iPad. This will prevent damage to the device.
- Do not force a cable or plug into an iPad.
- Use only the district-provided Apple power adapter to charge the iPad.
- Label your cable and power adapter with tape that can be easily removed.
- Do not write on or make any permanent marks on the cables or power adapter.

Any electronic device (iPads, cell phones, etc.) can be a distraction and disrupt the sleep cycle if used right before bedtime. To discourage late-night, unmonitored use of the iPad, experts suggest that families store it and other electronic devices in a common room of the home. Identify a central location in your home where students should store and/or charge their device.

KEEPING YOUR IPAD SAFE

An iPad is a valuable device and could be the target of theft. To make sure this does not happen:

- NEVER LEAVE THE IPAD UNATTENDED.
- Do not leave or store the iPad in a vehicle.
- Do not lend the iPad to another person. You are solely responsible for the care and security of your iPad.
- Parents/Guardians are permitted to assist their student in operating the iPad and accessing acceptable tools and applications on the iPad.
- Be sure to sign out of your google account and other apps.
- Each iPad has a unique identification number and a district property control tag. Do not remove the tags or modify the numbers.

IS THE INFORMATION ON MY IPAD SAFE?

Digital identifications, which include Apple IDs, email addresses, and the usernames and passwords for online systems and accounts, are for the students' use only and should remain confidential. Add a passcode to your iPad to prevent unauthorized access to your device and data. Never share your username and password with others and do not use another person's username and password.

I HAVE MY OWN DEVICE. DO I HAVE TO USE THE SCHOOL'S IPAD?

No, BUT Students will be required to use the instructional materials that will be loaded on the devices for classroom learning. CCPS will not troubleshoot or service personal devices.

USING THE IPAD AT HOME

All use of the district-owned devices must comply with the Guidelines of Acceptable Use of Technology by Students, The Guidelines are available on each school's web page under the Code of Conduct..

All students are required to abide by the CCPS Code of Conduct. You can access the Code of Conduct on the CCPS division website and individual school websites. Students can connect to wireless networks using their district iPads, but all use must comply with district policies.

CONNECTING THE IPAD TO INTERNET

Connect iPad to WiFi

1. Click on the settings icon.
2. Tap on Wifi.
3. Make sure the Wifi is on.
4. Choose your Wifi network and tap it to connect.
****If a network has a lock icon next to it, it is private and will require a password.*



Connect iPad to Mobile Hotspot



1. Go to Settings > Wi-Fi, then turn on Wi-Fi
2. Tap the name of the Mobile Device (School issued device- CCPS Hotspot)
 - a. Enter the password (School issued device-#OneCaroline)
3. To verify, open Safari to view a webpage

Hotspots are issued to families needing an internet connection for Virtual learning. Please remember that no devices not used for Virtual learning should be connected to the hotspot.

Button Operation

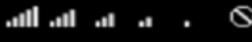
	Operations	Actions
	Turn On	Press and hold the button for 3 seconds.
	Turn Off	Press and hold the button until "Goodbye" message appears.
	Display Wake-Up	When the display is off (sleep mode), the first quick press of the button wakes up the display.
	Info Display	When the display is on, press the button quickly to go through the device menu and information.

LED Indicator

	Colors	Charging Status
	Off	Power off.
	Solid	Power off and connected to a charger.
	Blinking	Power on/Operating normally

Display



Icons	Description
	5 level signal strength indicators. More bars indicate a stronger signal.
	Networks icon appears depends on which networks connected. (LTE / 3G / Roaming)
	Appears when data is being transmitted between the mobile network and your hotspot.
	Shows the number of connected devices. (1~14 and Max).
	Appears when you have unread messages.
	The bar inside the battery indicates the battery level. When battery power is low, the battery outline blinks.

GOOGLE SUITE ON THE IPAD

GOOGLE EMAIL ADDRESS

Logging in: Logging into your school Chromebook or iPad requires you to use your school google account. Your username is your google email address. Your password is your lunch number (student ID) entered twice. **Gmail is disabled for elementary students** however Google Docs, Sheets, Slides, Drive, Drawing, and a few other google apps are available within the Google for Education Suite.

WHAT IS GOOGLE DRIVE?

Google Drive is a part of the core set of Google Apps that is often referred to as "GSuite". Google Drive is a file storage service. Files saved in Google Drive can be easily shared among different users.



HOW DO I LOG IN TO GOOGLE DRIVE?

All CCPS Students have a Google email account that they use for accessing all Google Apps. If students are unsure of their email address and password, they can contact their teacher.

Student usernames are set up with the student's graduation year followed by the first 4 letters of their first name followed by the first 6 letters of their last name followed by @ccps.us

Student password is the lunch number twice with no spaces.

Example for John Anderson

Username: 2030johnanders@ccps.us

Password: 1234512345

CAN I USE GOOGLE DRIVE OFFLINE?

While the device is connected to the internet, follow these steps:

1. Open the Google Drive app
2. Locate the folder, videos and/or resources that your teacher shared with you. 3. Click on the three dots in the bottom right hand corner of each file.
3. Choose "*Make available offline*"
4. When the file is ready to view offline, you will see a small gray check at the bottom of the file.

Once these steps are done, you can view the files made available offline whenever you are not connected to the internet.

HOW DO I CONNECT TO A GOOGLE MEET ON AN IPAD

What is Google Meet? Google Meet is a virtual meeting space. It uses video and audio tools to allow users to communicate. It can be used on computers, Chromebooks, tablets, and phones.



How does Google Meet work on an iPad? The Google Meet App will be pushed to your iPad prior to a Google Meet virtual meeting. That App allows students to join, but not start a Google Meet if they are logged into their CCPS Google account.

How do I join a Google Meet? Your teacher will share a link to the virtual meeting. At the time of the meeting, click on the link. Doing so will automatically open the Google Meet App, and take you to the virtual meeting room. Click on the green "Ask to join" button to enter the virtual meeting. Your teacher will be notified and will let you in. You will then be in the meeting room.

What do I do if I do not see an "Ask to join" button? You will see an "Enter a meeting code option" if the teacher has not started the meeting. Close the App, wait a minute and click the link again. Repeat as necessary. Once your teacher starts the meeting you will see the option to join.

LEARNING MANAGEMENT SYSTEM

What is a Learning Management System?

A Learning Management System (LMS) is software that helps teachers deliver instruction in a way that makes it easily accessible to students.

WILL ADD DETAILS WHEN LMS IS CONFIRMED

APPS ON THE IPAD

WHAT APPS CAN I PUT ON MY IPAD?

Students are restricted from downloading and installing apps. All iPads are systematically managed by Mosyle via the Technology Department.

APPS/SUBSCRIPTIONS AND CLEVER (Single Sign-on Delivery Method)

Apps/Subscriptions

Access via Clever



Seesaw

Seesaw

Dreambox

Dreambox

Kids A-Z

Kids A-Z

Smarty Ants PreK-1

Smarty Ants 2nd Grade

Clever

QR Reader

Lexia Core 5

Kodable

Kodable

Kahoot!

Kahoot!

Quizizz

Quizizz

Epic!

Epic!

Google Suite

Google Suite

(Drive, Docs, Sheets, Slides, Meet)

(Drive, Docs, Sheets, Slides, Meet)

Safari - preferred web browser for Canvas

Chrome - backup web browser

HOW DO I CONNECT TO SEESAW?

What is Seesaw? Seesaw is used by teachers to post announcements, assignments, instructional resources and to send messages to families and/or students. Seesaw is a learning resource for PK-3rd grade classes.



How do students login to Seesaw? Students will get their login information from their teacher. They will login using the Seesaw "Class" app.



1. Click on the class app
2. Click "I'm a Student"
3. Click "Tap to Scan QR Code"
4. Click "OK" to enable camera access.
5. Then focus the camera on the QR code
6. If you don't have a QR code you can type in the 16 character **Home Learning Code**.

SOFTWARE AND OPERATING SYSTEM UPDATES

Occasionally apps and the operating system require updates to keep the iPad and apps functioning properly and securely. Updates occur automatically when the iPad is connected to WiFi and plugged in.

IPAD CONTENT IS NOT PRIVATE

IPads are district property. CCPS staff members can access the internet history, photos, and other information on the iPad at any time.

MULTIMEDIA, CONTENT AND DATA

CAMERAS AND MICROPHONES

The iPad has cameras on the front and back and a built-in microphone, so students can take pictures and record audio and video. All recordings and pictures created with the iPad are subject to CCPS policies as well as state and federal laws. Only take photographs or record audio or video for instructional reasons if a teacher or administrator tells you to do it for schoolwork. Never photograph, record video, or create an audio recording of another person without that person's knowledge or permission.

- Use of electronic devices and cameras are strictly prohibited in locker rooms and bathrooms.
- Do not use the camera to take inappropriate photos or videos.
- Do not use the camera to take pictures or share the personal information of yourself or another individual.
- Do not use the camera or microphones to embarrass, bully, or harass anyone in any way, including students, staff or other individuals.
- Do not email, post to the internet, or electronically send images, video or audio recordings of other individuals without their written permission.

SOUND, MUSIC AND GAMES

Students are permitted to connect their personal headphones to their iPads to participate in educational activities.

EXPECTATIONS FOR USING THE IPAD FOR STUDENTS

iPads can be a wonderful educational tool. CCPS is proud to be able to provide students an iPad for use at school or for instructional purposes. Responsibilities come with the privilege of iPad use, and some uses are not allowed.

RESPONSIBLE USAGE

Students may use district technology resources to create files and projects for school-related work, research, and college and career planning.

Students will:

- Follow all district and classroom policies, procedures and guidelines when using technology.
- Keep usernames and passwords private.
- Treat others with respect and use appropriate language in all electronic interactions with others.
- Immediately tell a teacher or other adult staff member if they receive an electronic comment or communication that makes them feel uncomfortable, or if they accidentally access inappropriate materials, pictures, video, or websites.
- Respect the work and intellectual property rights of others, and will not intentionally copy, damage, or delete another user's work. Students will properly cite their sources when they use someone's information, pictures, media, or other work in their own projects and assignments.
- Respect the privacy of others. Students will limit all in-school photography, video and audio recording to educational use.

UNACCEPTABLE BEHAVIOR AND USAGE

Students may not use district technology resources to:

- Find, create, or send information to spread lies or misinformation; or harass, harm, or bully others.
- Gain unauthorized or inappropriate access to district technology resources.
- Use, retrieve, store, or send improper language, pictures, or other digital content.
- Cheat, including getting or giving answers to tests; searching for and/or copying answers or information on the internet or other electronic resources; copying and submitting someone else's information or assignment as their own; or conducting other similar forms of electronic cheating.
- Violate copyright or licensing agreements.
- Access in appropriate or blocked resources in any manner while on district property during school hours or using district property.
- Share or post any personally identifiable information about themselves or others that could help someone locate or contact them. This includes such things as e-mail address, phone number, parent or guardian names, or school name.
- Modify the operating system, add restrictions, remove security profiles, or vandalize district technology resources.
- Install any apps other than those authorized by Caroline County Public Schools.

EXPECTATIONS FOR USING THE IPAD FOR PARENTS AND GUARDIANS

In accordance with the CCPS Acceptable Use of Technology Agreement for students, parents and guardians are responsible for monitoring their child's use of the Internet and access to district technology resources including the iPad, district-issued email account, online learning spaces, collaboration tools, and educational resources. Parents and guardians need to set clear expectations on appropriate use of electronic devices and limit access to the device in non-school hours. If your child is not following your rules, you have the right to limit access to the device while at home. The information included below is meant to assist you in setting expectations and monitoring your child's use of the device.

SET EXPECTATIONS

Set and communicate clear expectations for your child's use of the iPad. The Common Sense Media Family Agreement provides an age appropriate checklist that can be used to guide conversations with your child about responsible use of media and technology. This is available at: <http://goo.gl/Q9Ysbu>

MONITOR AND LIMIT SCREEN TIME

The iPad is a great tool for learning, but it also has the potential to be a distraction. Adult supervision and clear expectations for appropriate use are critical.

- Have your child use the device in a central location in your home, such as the kitchen or living room, so that you can easily monitor and supervise their use.
- Set expectations that your child is to complete assignments and tasks before they use the device to access the internet, play games, or listen to music.

MANAGE ACCESS

When the device is at school on the district network, Internet access is managed with industry standard content filtering tools as required by the Children's Internet Protection Act (CIPA), that limit access to undesirable content is blocked, teachers and staff make every effort to monitor online activity during school hours. CCPS has implemented new internet filtering software called SecURLy, which blocks inappropriate content from CCPS iPads even when they are on non-CCPS networks, such as a home or public WiFi network. This limits student access to inappropriate content and social media websites like Facebook, Snapchat or Instagram. All traffic to and from an CCPS device is subject to monitoring and logging, but SecURLy does not affect other devices on a home or public network. Parents should continue to monitor these devices.

MONITOR STUDENT PROGRESS

CCPS encourages parents and guardians to use the iPad to monitor their child's academic progress and communicate electronically with their child's teacher(s). Ask your students to show you what they have learned and created with the iPad, and discuss how they use the device in school.

Seesaw and Google Sites are available to parents for monitoring student assignments and grades. Please check with your child's school for more information about using them.

DAMAGED, LOST OR STOLEN IPADS AND ACCESSORIES

DAMAGED DEVICES AND TECHNICAL PROBLEMS

Do not attempt to gain access to internal electronics or repair your iPad. If the iPad fails to work or is damaged, contact your teacher or school staff to report the problem as soon as possible. You can also email Tech Support: nethelp@ccps.us or call 540-633-5088 between 7:30am and 4:30pm. If you call outside of these hours, please leave a message, a number we can call you back at, and a description of the issue. Your call will be returned as soon as possible during the hours listed.

The CCPS technology staff will try to help fix the issue remotely, however, some issues may require a technician to have physical access to the device. In that case, an appointment will be made so you can bring the device to the school for troubleshooting in person and/or so a loaner device can be issued. iPad repair/replacement options will be determined by the Technology staff.

If the issue appears to be with logging into specific websites as requested by a teacher, please contact the teacher first. If the issue appears to be due to something not working correctly on the Chromebook or iPad itself (will not connect to wifi, screen issues, keyboard issues, etc.), please contact the CCPS Technology Help Desk. If you are unsure about whether the issue is due to the device or an account, please contact the CCPS Technology Help Desk.

If the iPad, case, charger, and/or cord are lost, students and families may be requested to contribute to the replacement cost.

CCPS TECHNOLOGY USE SCHOOL BOARD GUIDELINES

Policy Manual | Section I Instruction | Technology Use Guidelines

Code IIBEA-R/GAB-R | Status Active | Adopted: July 8, 2013

Last Revised: July 8, 2019

All use of the Caroline County School Division's computer system shall be consistent with the school board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, display devices, printers, CD, DVD and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, telephones, cameras, projectors, multimedia devices, workstations, the internet and other electronic services and any other internal or external network. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.

Computer System Use-Terms and Conditions:

1. **Acceptable Use.** Access to the division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the division or (2) for legitimate school business.

2. **Privilege.** The use of the division's computer system is a privilege, not a right.

3. **Unacceptable Use.** Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:
 - using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law.
 - sending, receiving, viewing or downloading illegal material via the computer system.
 - unauthorized downloading of software.
 - using the computer system for private financial or commercial purposes.
 - wastefully using resources, such as file space.
 - gaining unauthorized access to resources or entities.
 - posting material created by another without his or her consent.
 - submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal, or other

inappropriate material.

- using the computer system while access privileges are suspended or revoked.
- vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
- intimidating, harassing, bullying, or coercing others.
- threatening illegal or immoral acts.

4. **Network Etiquette.** Each user is expected to abide by generally accepted rules of etiquette, including the following:

- be polite.
- users shall not forge, intercept or interfere with electronic mail messages.
- use appropriate language. The use of obscene, lewd, profane, lascivious, threatening or disrespectful language is prohibited.
- users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.
- users shall respect the computer system's resource limits.
- users shall not post chain letters or download large files.
- users shall not use the computer system to disrupt others.
- users shall not modify or delete data owned by others.

5. **Liability.** The school board makes no warranties for the computer system it provides. The school board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The school division is not responsible for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the school board for any losses, costs, or damages incurred by the school board relating to or arising out of any violation of these procedures.

6. **Security.** Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.

7. **Vandalism.** Intentional destruction of or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.

8. **Charges.** The school division assumes no responsibility for any unauthorized charges or fees as a result

of using the computer system, including telephone, data, or long-distance charges.

9. **Electronic Mail.** The school division's electronic mail system is owned and controlled by the school division. The school division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the school division. All electronic mail may be archived. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users may be held responsible and personally liable for the content of any electronic message they create or that is created under their account or password. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

10. **Enforcement.** Software will be installed on the division's computers having internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. **Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by school board policy, or legal action.**

Legal Refs: 18 U.S.C. §§ 1460, 2256.

47 U.S.C. § 254.

Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2 and 22.1-78.

Cross Refs:

GCPD Professional Staff Discipline

JFC Student Conduct

JFC-R Standards of Student Conduct