



Digital Innovation Initiative

INTRODUCTION:

ACTC provides this guide so that students and their parents/guardians can become familiar with the Center's Digital Innovation Initiative. It contains a brief overview of the initiative, frequently asked questions, forms, and other information. During the 2014-2015 school year, ACTC is launching this new initiative to provide students with the tools they need to be college and career ready in today's workforce. We believe the use of iPads will provide students with the skills they need to support their learning and prepare them for higher education opportunities and for the demands of today's workforce. We understand that this initiative is not about a specific device, but rather, about what the device will enable our students to accomplish. In addition, students have access to computer labs, often used to supplement learning.

Students will be able to improve reading fluency, build mathematical skills, and experience content in ways that they have not been able to do so in the past. The use of iPads will not eliminate textbooks or all paper and pencil activities. However, it will provide teachers the opportunity to include multimedia information in lessons and to personalize learning for each student.

Dear Parent/Guardian:

As the Director, I truly believe it is our responsibility to encourage and motivate students to be college and career ready upon graduation and to be lifelong learners. Most importantly, at ACTC we have teachers and support staff that are capable and competent that they are able to inspire students to achieve this goal. As parents, you are aware that the needs of the future will be much different from those of the past, and this will require us to transform how we teach to ensure that all of our students have constant access to information, become critical thinkers, talented problem solvers, and efficient collaborators and communicators.

Our teachers have been training on how to best incorporate the iPads into the classroom setting to maximize the benefits for all students. They will continue to participate in ongoing professional development throughout the school year. This new use of technology will never take the place of the teacher, but rather, will provide the teacher with another tool to enhance your student's educational experience and to provide opportunities to meet your student's individualized needs.

ACTC has purchased iPads for student use. Parents will not be paying for students to use these iPads.

What an exciting time this will be at ACTC for students and staff. We want to give every student the opportunity to have academic rigor while exploring career paths. As we undertake this wonderful adventure in learning, I ask for your patience and seek any suggestions that will help us be more successful.

Sincerely,

A handwritten signature in black ink that reads 'Hollie Harrell'. The signature is written in a cursive, flowing style.

Hollie Harrell
Director

USE AND CARE OF ACTC'S IPADS

Parents and students must **read and sign** the *Use of Technology Resources and Internet Acceptable Use Guidelines*.

Care of Screen

- Screen damage will occur when pressure is applied to the screen. Users must avoid leaning on the top of the device or placing objects in a book bag or protective case in a way that it applies pressure to the screen.
- Use only a dry soft cloth or anti-static cloth to clean the screen. Do not use cleansers of any type.
- Do not bump the iPad against lockers, walls, car doors, floors, etc., as it will crack and break the screen.

Appropriate Device Use and Care at School

- Devices should only be stored in locked lockers or specified area.
- Keep your device in the issued case at all times, even while charging.
- Never leave the device unattended for any reason.
- Ensure that the device is resting securely on the desk top.
- Follow all directions given by the teacher. Failure to follow ACTC policies and teacher instructions could result in disciplinary action.
- Books and/or binders should never be placed on top of the device. If the device is not in use, it should either be placed on top of a desk/table. A device should never be on the floor.
- Extreme care should be taken when in close proximity of food or drink.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- Protect the device from:
 - Extreme heat or cold
 - Food and drinks
 - Small children
 - Pets
- Do NOT leave the device unattended in a vehicle.

Expectations

- ACTC owned iPads are intended for use at school each day.
- In addition to a teacher's expectations, students may access school messages, announcements, calendars and schedules using their iPad.

Use of Camera

The iPad comes equipped with both front and rear facing camera and video capabilities.

The use of a camera in restrooms, locker rooms or other such areas, or on the bus is strictly prohibited.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents and students over 18 years of age certain rights with respect to students' educational records, including photographs. For this reason, **students must obtain permission to publish or make publicly available a photograph or video of any school-related activity.** Unauthorized recordings are subject to disciplinary action in accordance with ACTC's *Use of Technology Resources and Internet Acceptable Use Guidelines*. ACTC retains the rights to any recording and/or publishing of any student's or staff member's work or image.

MANAGING FILES AND SAVING WORK

Saving Student Information

Students will save and back up their work through a provided AirWatch Content Locker. It is the students' responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions may not be an acceptable excuse for not submitting work.

Network Connectivity

ACTC makes no guarantee that the network will be available 100% of the time. In the rare case that the school network is down, the ACTC will not be responsible for lost or missing data.

APPLICATIONS ON DISTRICT OWNED IPADS

Originally Installed Applications

- Applications originally installed by ACTC and/or ACTC on each iPad must remain on the iPad in usable condition and readily accessible at all times.
- Students may not remove these required applications, and school staff will periodically check ACTC owned iPads to ensure that students have not removed them. The school may also add other applications periodically.
- Some licenses for applications require that the application be deleted from the iPad at the completion of a course. If this applies to an application student's use, a technology staff member will re-sync the devices for students in that course.

Additional Applications

Students will be permitted to load additional applications on their iPads as long as they do so in accordance with ACTC'S *Use of Technology Resources and Internet Acceptable Use Guidelines*.

Inspection

School administrators may randomly select students and ask them to provide their iPad for inspection without notice.

Procedure for Reloading Applications

If technical difficulties occur or illegal software is installed, the iPad will be restored to factory default. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

Software Updates

Upgrade versions of licensed software/apps may be available. Students may be required to perform these updates on their own, or be asked to turn their iPad in to district support for maintenance.

DIGITAL CITIZENSHIP

Using Technology Appropriately

- Digital citizenship is a concept that helps students understand how to use technology appropriately in a society filled with technology.
- ACTC expects students to use technology appropriately and responsibly, whether in electronic communication or participation.
- ACTC has electronic precautions in place in order for students to participate safely and securely in this environment and enjoy the rights of a digital world in an educational setting. (See articles on OnlineOnguard.gov <http://www.onguardonline.gov/articles/pdf-0001.pdf>.)

ACTC Responsibilities

- The school will provide students with access to the Internet during the school day.
- School staff will help students conduct research and ensure student compliance with ACTC'S *Use of Technology Resources and Internet Acceptable Use Guidelines*.

- Filtering/blocking of inappropriate Internet materials is provided when students access the Internet via ACTC's access points.
- ACTC reserves the right to investigate any inappropriate use of resources and to review, monitor and restrict information stored on or transmitted via ACTC owned equipment and resources.

Student Responsibilities

Students will abide by ACTC's *Use of Technology Resources and Internet Acceptable Use Guidelines*. In addition, students will :

- contact an administrator about any security issue they encounter.
- monitor all activity on their personal account(s).
- always shut down and secure their ACTC owned iPad after use to protect their work and information.
- report email containing inappropriate/abusive language or questionable subject matter to a teacher or administrator.

Parent/Guardian Responsibilities

Parents should talk to their children about the values and standards they expect their children to follow as they use the Internet and about their use of all other media information sources such as television, telephone, movies, radio, etc.

Legal Propriety

- Students will comply with trademark and copyright laws and all license agreements (ex. no music should be illegally downloaded). Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the ACTC Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to ACTC policy consequences. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by ACTC.
- All rules and consequences in individual school student handbooks and district policy will also apply to the iPad guidelines

Email Use

ACTC will provide users with an email account for the purpose of school-related communication. Availability and use of email will be restricted. Email accounts should be used with care. Users should not send personal information, should use appropriate language, and should only communicate with others as allowed by ACTC policy.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

DAMAGE OR LOSS OF ACTC OWNED iPads

Terms of the ACTC owned iPad Agreement

- With the implementation of the ACTC Digital Innovation initiative, ACTC has set a priority to protect the investment by both ACTC and the student/parent/guardian.
- Students will comply at all times with ACTC's technology guidelines.
- Legal title to the property is with ACTC and shall at all times remain with ACTC.
- The student is responsible at all times for the appropriate care and use of the mobile computing device.

Liability

- ACTC reserves the right to demand return of the ACTC owned iPad at any time.
- ACTC owned iPad agreements are good for one year, unless the agreement is terminated earlier.
- Failure to return the ACTC owned iPad to the issuing school before departure from ACTC may result in criminal charges brought against the student, parent/guardian, and/or the person in possession of the ACTC owned iPad.
- In the event an ACTC owned iPad is lost, the student and/or parent/guardian must report the loss to the school and file a report with the School Resource Officer within 48 hours.
- In the event an ACTC owned iPad is stolen or vandalized on campus, etc., the student and/or parent/guardian must report the theft or loss to the school and file a police report with the School Resource Officer.
- When incidents of loss, theft, vandalism, etc., occur off campus, the student and/or parent/guardian must file a police report with the local law enforcement agency within 48 hours and provide a copy of the completed police report to the school.
- If an incident occurs out of town or state, the student and/or parent/guardian must file a police report with the law enforcement agency covering that town or state within 48 hours and provide a copy of the completed police report to the school.

DISCIPLINE AND MISUSE

ACTC views the use of the iPad as central to the delivery of its educational program and expects that all students will use these devices as an essential part of their learning experiences. It is the policy of ACTC to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege and extraordinary opportunity to explore technological devices come responsibilities for the parent and for the student.

When signing the Student/Parent Responsible Use Agreement, you are acknowledging that you understand and accept the information in this document.

Device Rules and Guidelines

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities students accept when using an ACTC owned iPad. In general, this requires efficient, ethical, and legal utilization of all technological devices. Violations of these rules and guidelines will result in disciplinary action. Please reference the materials specific to each school or contact school directly for details.

Students will receive device-related training at school on proper use and digital citizenship. Below you will find a review of the rules and guidelines.

Electronic Resource Policy and Responsible Use Procedures:

- **All Use of Technology Must:**
 - Support learning
 - Follow local, state, and federal laws
 - Be school appropriate
- **Security Reminders:**
 - Do not share logins or passwords unless asked to do so by a parent/guardian or school personnel
 - Do not develop programs to harass others, hack, bring in viruses, or change others' files
 - Follow Internet Safety guidelines
- **Activities Requiring Teacher Permission During Instructional Time:**
 - Playing content-related games
 - Sending email

- Using headphones in class, where related
- Use of camera for pictures or video
- **Activities PROHIBITED on School Property:**
 - Instant-messaging (e.g. Face Time, SnapChat, KIK, Yik Yak, etc.)
 - Playing non-educational games
 - Downloading programs, music, games, and/or videos
 - **USING A HOT SPOT WITH A DISTRICT-OWNED DEVICE**
- **Inappropriate Content** – All files must be school appropriate. Inappropriate materials include explicit or implicit references to:
 - Alcohol, tobacco, or drugs
 - Gangs
 - Obscene language or nudity
 - Bullying or harassment
 - Discriminatory or prejudicial behavior
 - Illegal activities

Email for Students

Purpose

All ACTC students are issued an email account. Email allows students to safely and effectively communicate and collaborate with ACTC staff and classmates, giving them an authentic purpose for writing. The effective use of email is:

- A 21st Century communication tool.
- Used in careers and higher education settings.
- A way to meet the National Educational Technology Standards (NETS).

Guidelines and Reminders

- Email should be used for educational purposes only.
- Email transmissions may be monitored by the school at any time to ensure appropriate use. This means that any school personnel may check students' email.
- All email and its/their contents are the property of ACTC.
- Email should only be used by the authorized owner of the account.
- Students need to protect their passwords.

Unacceptable Use Examples

- Non-education related forwards (e.g. jokes, chain letters, images, etc.)
- Harassment, profanity, obscenity, racist terms
- Cyber-bullying, hate mail, discriminatory remarks
- Email for individual profit or gain, advertisement, political activities, or illegal activities

Webcams

Purpose

Each student device is equipped with a webcam. This equipment offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills.

Examples of Use

Webcams are to be used for educational purposes only, under the direction of a teacher. Examples include:

- Recording videos or taking pictures to include in a project
- Recording a student giving a speech and playing it back for rehearsal and improvement.

Important Note

ACTC retains the rights concerning any recording and/or publishing of any student or staff member's work or image. Students must obtain permission to record, take, or publish a photograph or video of any person. Unauthorized recordings are subject to disciplinary action in accordance with School Board Policy.

Media

- Listening to music on your device is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.
- Watching movies on your device is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.

Gaming

- Online gaming is not allowed during school hours unless you have been given permission by a teacher. Any games must be in support of education.

Printing

- Any documents that require printing should be submitted to your teacher.

Wallpaper

- Any images set as the wallpaper must be in line with the Acceptable Use of Technology Resources Guidelines. Inappropriate media may not be used as wallpaper. Presence of guns, weapons, pornographic material, inappropriate language, alcohol, drugs, or gang-related symbols will result in disciplinary action.

Copyright and Plagiarism

Students are expected to follow all copyright laws. Duplication and/or distribution of materials of educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law.

Technology Discipline

Behaviors and Discipline Related to Student Device Use

The following behaviors will be treated as corresponding "traditional" behaviors and appropriate consequences will be assessed by the building administrators.

TECH-RELATED BEHAVIOR	EQUIVALENT "TRADITIONAL" BEHAVIORS
Email, instant-messaging, Internet surfing, games, or any other off-task behavior	Classroom Disruption
Removing Case/Damaging of Defacing Device	Defacing School Property
Cutting/Pasting without citing sources	Plagiarism
Cyber-bullying	Bullying/Harassment
Use of profanity or inappropriate language	Inappropriate Language
Accessing pornographic material or inappropriate files	Bringing pornographic/inappropriate material to school
Accessing files potentially dangerous to network	Vandalism/Technology Policy Violation
Using electronic account authorized for another person without permission	Breaking into another student's locker

The following behaviors could result in the possible loss of device or loss of access to ACTC's network.

TECHNOLOGY VIOLATIONS (cont'd) <i>Examples of potential behaviors unique to digital environment without "traditional" behavior equivalent</i>
Chronic, tech-related behavior violations (see above)
Making use of electronic resources in a manner that serves to disrupt use of network by others
Unauthorized downloading or installing software
Attempts to defeat or bypass ACTC's Internet filter
Modification to district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity

School-Based Discipline

The discipline policies at each school encompass the one-to-one environment.

Progressive Discipline Example

Discipline is progressive. Low-level, first-time infractions will have lesser consequences than infractions that are repetitive or more serious in nature.

- Warning
- Classroom Intervention
- Parent Contact
- Loss of Device
- Referral to Administrator
- Loss of Device
- Permanent Loss of Device
- Out-of-School Suspension
- Expulsion

Classroom Interventions

For low-level infractions, classroom intervention will be the first level of discipline. This includes, but is not limited to, verbal warnings, seating changes, and teacher contact with home.

ACTC may remove a user's access to the network without notice at any time if the user is engaged in any type of unauthorized activity.

Examples of Unacceptable Use

Unacceptable conduct includes, but is not limited to, the following:

- Using the network for illegal activities, including copyright, license, or contract violation.
- Unauthorized downloading or installation of any software including shareware and freeware.
- Using the network for financial or commercial gain, advertising, political lobbying, or illegal activities.
- Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments.
- Vandalizing and/or tampering with equipment, programs, files, software, network performance or other components of the network; use or possession of hacking software is strictly prohibited.
- Gaining unauthorized access anywhere on the network.
- Revealing the home address or phone number of one's self or another person.
- Invading the privacy of other individuals.
- Using another user's account or password, or allowing another user to access your account or password.
- Coaching, helping, observing or joining any unauthorized activity on the network.

- Posting anonymous messages or unlawful information on the network.
- Participating in cyber-bullying or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous
- Falsifying permission, authorization or identification documents.
- Obtaining copies of, or modifying files, data or passwords belonging to other users on the network.
- Knowingly placing a computer virus on a computer or other electronic device and/or network.
- Attempting to access or accessing sites blocked by the ACTC filtering system.
- Downloading music, games, images, videos, or other media at school without permission of the teacher.
- Sending or forwarding social or non-school related email.