

# DCMS IPAD GUIDING PRACTICES

**Rule 1: Classroom usage:** Classroom teachers will instruct students as to where iPads will be stored in the room when not in use. When they are being used for learning purposes, the students must be in the correct app and following all instructions. It is important that students recognize that when an iPad learning event closes that they immediately stop when it is time to move on to another learning activity. At the close of an iPad activity, teachers will give students ten seconds to shut off and place the iPad in the designated storage location. Failure to do so will result in the student losing iPad privileges. Students that enter into different apps or use the iPads inappropriately know that they will lose the privilege of using the iPad and will then be left to observe a partner making use of the iPad or an alternate activity for the remainder of the class.

**Rule 2: Sound:** Students are told that unless we are specifically using the sound for class, the sound switch on the iPads should always be switched to mute. This prevents accidentally starting an app with sound and having it become a distraction to the rest of the class. If ear buds are available, students must plug in the ear buds prior to turning off the mute switch. Students may provide their own ear buds.

**Rules 3: Respect the files and equipment of others:** When using the iPads, students must respect the digital property of others. Students are not to read, use or tamper with the files of others without permission. The lock screen of every iPad should display an unaltered photo of the individual student.

**Rule 4: Internet use:** Students do have access to the internet at all times. Specific sites can be blocked by adjusting the setting on the wireless router, but strict ground rules will be applied for internet use. Unless students have specific instructions to go onto the internet for a class activity, the student must ask for permission to do searches on the internet. When students ask for permission, the student will be asked to be very specific as to what sites they will be using and why. The Safari app will be placed in an "Ask for Permission" folder to help student to remember to ask before using the internet.

**Rule 5: Camera usage and apps not allowed at school:** Students will be limited to the types of apps that will be used at school. All apps are either preloaded or added with teacher approval and exclude the use of social networking apps or their personal email while at school. A shared data base defines the apps used by individual teachers and identifies the curricular areas. Students will use the USD 443 Google apps when sending e-mail and storing files electronically. The YouTube app will not be used during school hours unless a teacher is using it in class. In most cases the teacher will display the video on the smart board for the entire class to view. The camera app is off limit to students unless it is supervised by the teacher for a classroom activity. Photos will not be air dropped to anyone without teacher permission.

**Rule 6: When the iPad becomes a distraction:** It is important that students understand that the iPad is a learning tool and that if it becomes a distraction to their learning the teacher has the right to limit its use and have the class or individual student power off the device and learn through traditional methods. If at any time the teacher sees that the iPad is a distracter to the learning process the following steps will be taken:

1. Verbal warning from the teacher to stop whatever the distraction is
2. Relocation in the classroom to help the student regain focus
3. Loss of the use of the iPad for the day in that class
4. Detention from the teacher/team with parental contact
5. Office referral for defiance of authority

### **Top 10 things to remember about the iPad in the classroom**

1. Your iPad needs to stay closed or in a designated area until you are told to use it.
2. Brightness stays in the center or full brightness
3. You may not air drop, take photos or videos without permission
4. Sound is muted unless you are told otherwise
5. Use only your iPad and do not write on or alter the cover
6. iPads should not be in use in the hallways during passing periods or in the restrooms.
7. Do Not download anything without teacher permission
8. No Social media
9. Pass code must be your month and day of birth.
10. All iPad repair forms are submitted by the teacher.