



Digital Learning Practice & Behavior Expectations

La Crosse Middle
School Students
2018-2019



School of Technology and Arts II

Student Expectations and Responsible Device Use Guidelines

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1. General Information

The primary purpose of the device used at La Crosse Middle Schools is to facilitate a student-centered, enhanced student learning environment. Providing a device for each student brings equal access to tools that support a 24/7 learning environment. Any other use is secondary.

2. Care of the Device

Students are responsible for the care and safe-keeping of the device registered to them. District-owned devices that are damaged or fail to work properly must be taken immediately to the Media Center (Library) at the middle school. It is expected that students will care for the device in a responsible manner. Each student will use the same device throughout their educational experience in La Crosse. Voluntary insurance for the device only is available through the school district.

General Care

- Cords and power bricks must be inserted and removed carefully to prevent undue wear and damage.
- Care should be taken to prevent the device, cables, and accessories from getting wet. This includes accidental food and beverage spills, excess humidity and precipitation.
- Avoid exposure to long-term temperature extremes.
- District-owned devices should remain free of personalizing stickers, labels or markings and should be returned in good working condition no later than the last day of the school year.
- Cords and power bricks can be purchased through the school office or store if lost or damaged.

Screen Care

- The screen of the device can be damaged if not properly cared for. The screens are particularly susceptible to damage from excessive pressure on the screen.
- Use only a clean, soft cloth to wipe the screen. Do not use cleansers of any type.
- Do not lean on or place anything heavy against the screen.
- If carrying a device in a backpack, take care that it is placed flat against other items and that it does not receive extreme or uneven pressure against the screen.

Protective Cases

- The district will provide 1 (one) protective case for the device and students must keep the device in this case at all times. If the case is damaged due to negligence, the student will replace the case at his/her cost. The cover should stay with the device at all times.
- The bands, cover, and screen protector can be purchased through the school office or store if damaged or lost. Students are responsible for replacement of the covers/cover parts before the end of the school year.
- A cleaning station is provided in the library to allow students to clean the cases/iPads with library teacher supervision.

Security and Identification

- Devices must be secured in the student's locker when not in the student's possession during the school day and should be taken home each night. If a parent does not allow a student to take the device home, the device should be secured in the school office and picked up the next day.

Students are responsible for the care and safe-keeping of the device registered to them. District-owned devices that are damaged or fail to work properly must be taken immediately to the Media Center (Library) at the middle school.

Secure the device at all times; care for your device as if it is yours.

Students are responsible for the content stored on their device. This includes files, pictures, websites visited, audio recordings, video recordings, etc.

- Devices should not be stored in a vehicle and should never be left in view inside a vehicle, locked or unlocked.

Security and Identification Continued

- It is recommended that students do not set passcodes on their devices. If a passcode is set, the student should be ready to share the code with parents/guardians, teachers, administration, other school employees, and school resource officers upon request.
- Students must use a wallpaper on the screen that includes a clear photo of themselves along with their full name and grade.
- Each device is registered with the district including serial number, MAC address for electronic and manual location.

3. Content Management

Students are responsible for the content stored on their device. This includes files, pictures, websites visited, audio recordings, video recordings, etc.

Downloading Content

- All content for learning should be downloaded while at school if there is no internet access when not at school.
- Students will have periodic, short term access to the App Store on the device to download district approved apps. Students should NOT download any unapproved apps during this time. Any apps on devices that are not district approved can/will be removed by the district personnel. No student should bypass any restrictions and attempt to download apps, music, or other software at other times. Specific web based resources may be downloaded at the direction of the teacher (PDFs, documents, movies, etc.)

Memory and Storage

- Student must maintain sufficient memory to accommodate all school-required content. From time to time, a teacher may add content/apps for use in a particular course after approval from the correct district department.
- Required apps and books must remain on the device in usable condition and be easily accessible at all times. Periodic checks of devices may be made to ensure the student has the appropriate content on the device. Passcodes and passwords will be shared with appropriate district personnel at that time.

Students should not attempt to add software, apps, or perform app updates.

Backup your files periodically. If your device fails, they may be lost in the repair process.

Personal Media

- Personal content, e.g. photos, documents, videos, etc. are permitted as space allows. Students may be required to remove/offload personal content if space is required to accommodate required apps and content.
- Inappropriate media may not be stored on the device at any time. Inappropriate media includes, but is not limited to, the presence of weapons, pornographic materials, inappropriate language, and references to tobacco, alcohols, drugs, and violence unless directly a part of a school/classroom assignment. Possession of pornographic materials associated with minors is governed by both district policy and by state and federal law. Student are advised that any infractions of this policy may be dealt with as a criminal offense.

Students are to bring the device to school everyday; charged and ready to work.

- Parent/Guardian/Family/Friend use of the device is subject to the same restrictions as students - including and up to legal action if appropriate.

Device Backup and Data Security

- Students must conduct regular backups of the device using iCloud for Apple connections and Google Drive or Drop Box for any content created in any apps. Current backups are essential to maintaining the integrity of their projects and files. In the event of device failure or loss, student files may be restored from those online spaces. Students will receive instruction regarding file storage options and it is the responsibility of the student to maintain a current backup of all school assignments and related digital content.

4. Use of the Device at School

Students are required to bring their device to school each day. Students must bring their device to all classes unless specifically instructed not to do so by their teacher.

Charging the Device's Battery

- Devices must be brought to school each day fully charged. Students should leave their power bricks and cords at home to charge the device each night. If the device needs to be charged at school, the student should visit with his/her teacher for the solution in that school.

Devices Left at Home or Inoperable

- Not having a device or not having a working device will not be an excuse for lack of class participation or turning in assignments. A device will not be available for checkout.
- Each school will have consequences for students who do not bring their device. Grade level teacher teams will communicate to students the guidelines for their school.

Devices Left in Unsupervised Areas

- The device is the SOLE responsibility of the student. Under NO circumstances should devices be left in an unlocked or unsupervised area. Unsupervised areas include the school grounds, lunchroom, computer labs, locker rooms, libraries, unlocked classrooms, dressing rooms, and hallways. Any device left unattended is at RISK of being stolen or damaged. If a device is found and is unclaimed, it will be taken to the school office. Student should notify a teacher, school resource officer, or principal IMMEDIATELY if the device cannot be found.

Sound and Headphone Use

- Sound must be set to be used with headphones unless indicated by the teacher.
- Students may wear headphones when needed and approved for classroom use.
- Students should provide their own headphones.

Printing

- Many assignments will be distributed, collected and filed electronically with the device. Students will be given instructions on how, when, and where to print content from the device at school.
- These devices are not able to print at home or other locations.

Printing should be done very rarely. If necessary, your device can select a printer in the school building only. Please use electronic turn-in tools as directed by your teacher.

5. Online and Audio/Video/Photographic Use of the Device

Students should use good digital citizenship standards while using the device.

Students and any device user must use the device and tools appropriately following school rules and all laws.

Internet Access

- Students will be instructed on how to use the wireless network at school.
- Students will do NOTHING to bypass security and filtering systems while at school.
- Students will abide by the school handbook, state law, and federal law when using their device off-campus. The device is considered an extension of the school day and any inappropriate use of the device will result in disciplinary consequences. If a parent, guardian, sibling, or other person uses the device while at home, all local, state, and federal laws apply.
- Students may use outside wireless networks when they are not at school.

Appropriate Use

- Students are responsible for the safety, maintenance and activity of their own device.
- Students should refer to their district and building student handbook for additional use guidelines.
- Activities not related to classroom assignments and activities are considered inappropriate use. Messaging, videoconferencing, social networking not connected to the classroom activities should NOT be done during school hours.
- If the student uses messaging, social networking, videoconferencing, etc. for personal use outside of the school day, these activities should be done with care. Cyberbullying or activities that may be perceived as inappropriate are NOT acceptable behavior at ANY time the device is used.
- Devices that have had changes made to the operating system will not be used in the La Crosse Schools. Attempts to 'break' into the operating system will be considered vandalism and appropriate consequences will follow.
- Changing another person's passcode or any unauthorized access to another person's device accounts will be treated as theft or hacking and appropriate school and legal consequences will follow.
- Copyright laws, plagiarism, and hacking are illegal activities. Student should consult their teacher's or Library/HPL teacher's instruction on giving appropriate credit to the author of the work.

Audio/Video Recording and Photos

- Common courtesy requires that students ask permission of other's to take their photo or make an audio/video recording.
- Students may record audio or use the camera for stills/video in a classroom or at a school outing or event with the prior consent of the teacher, coach, or responsible faculty member.
- Students are responsible, at all times, for ensuring that all individuals or groups are aware and agree to the recording or the photo being taken.
- Student must not share an audio, video, or photographic likenesses without express consent from all parties involved.
- Bathrooms and locker rooms are considered PRIVATE areas. Recording or photographic equipment is NOT to be used in these areas at any time. If a student chooses to do this, school and legal criminal consequences will follow.
- The district and school handbooks as well as state and federal law apply to inappropriate use of photos, videos, and audio files.

Students should know that any account or files/data stored on the device is subject to review and search with reasonable cause.

Students should use the device for school projects; being sure to take appropriate breaks.

iTunesU; K-12, La Crosse School District, Select your unit of choice

Managing Files and Saving Work

- Students should save their work to a 'cloud' storage. Options at this time include Google Drive, SkyDrive, etc. This allows for web access anywhere, safekeeping and storage management.

Privacy

- Student users should assume that NONE of their files, data or usage of the device is private or confidential. Any communication or data may be subject to review by school administration and technology network staff. This review may result in legal referral if necessary.

6. Daily Use of the Device

Amount of Time Using the Device

- Students should use the device primarily for school supported learning and project completion.
- Teachers will not require all projects and assignments to be completed with the device.
- It is recommended that students complete projects in a variety of ways (paper, media, written, posters, artwork, designs, etc.) to have a balanced learning experience.

Where to Use the Device

- Students should use the device in open, supervised spaces at school and at home. School/Parent/guardian rules for device usage should be followed.
- Students should have the device securely placed on a table or laptop desk. Students should sit with good posture while using the device.
- Students should take a break from using the device by changing activities and/or planning ahead so all projects are not due all at the same time, etc.

For additional help, go to iTunes U, K-12, and locate La Crosse School District. iPad instructional sessions are available for your review.