



Digital Learning Practice & Behavior Expectations

La Crosse Elementary Students 2018-2019

Student Expectations and Responsible Device Use Guidelines

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1. General Information

The primary purpose of the device used at La Crosse Elementary 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 digital 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 elementary school. It is expected that students will care for the device in a responsible manner. Each student will use the same device through their educational experience in La Crosse. If a device is broken or damaged, the principal will determine the cause. If purposeful damage or loss has occurred, parents/guardians may be requested to reimburse the cost of the repair.

General Care

- Cords and power bricks must be plugged in 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.
- 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 or on the day of transferring out of the district.
- Cords and power bricks can be purchased through the school office 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, make sure 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.
- 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 classroom when not in the student's possession during the school day.
- Devices should not be stored in a vehicle and should never be left in view inside a vehicle, locked or unlocked.
- 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, school employees, and school resource of-

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 Library Media Center (Library) at the elementary 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.

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.

ficers 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 and MAC address for electronic and manual location.
- When an iPad is taken home, the device should be secured at all times.

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 and Apps

- No student shall bypass any restrictions and attempt to download apps, music, or other software; only apps and resources provided by the district will be installed. Specific web based resources may be downloaded at the direction of the teacher (PDFs, documents, movies, etc.).
- Apps and resources will be available through the district's Self Service Portal for student download with teacher permission.

Memory and Storage

- Student must maintain sufficient memory to accommodate all school-required content. From time to time, a teacher may have students 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.
- Deletion of apps and content is allowed by students. Data that is stored inside of selected apps will be deleted if the app is deleted. Students should check with their teacher before deleting apps.

Personal Media

- Personal content, e.g. photos, documents, videos, etc. are permitted as space allows and within school guidelines. 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.
- Parent/Guardian/Family/Friend use of the device is subject to the same restrictions as students - including and up to legal action if appropriate.

Students should plug in their iPad in the designated area at the end of school every day.

Device Backup and Data Security

- Student 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 instructions 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

Charging the Device's Battery

- When students bring their devices home, the device must be fully charged each night using the power supply provided to the student. Teachers will have small areas for students to charge their device if absolutely necessary.

Devices That Are Inoperable

- Each school will have consequences for students who do not have their device ready each day. Teacher teams will communicate to students the guidelines for their school.

Devices Left in Unsupervised Areas

- The device is the 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

- 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.

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

Internet Access

- Students will be instructed on how to use the wireless network at school.
- Students will not bypass security and filtering systems while at school.
- Students will abide by the school handbook, state law, and federal law when using their device.

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

Appropriate Use

- Students are responsible for the safety, maintenance and activity of their own device.
- Students may 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 class assignments, 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 instructions on giving appropriate credit to the author of the work.

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

Audio/Video Recording and Photos

- 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.

Managing Files and Saving Work

- Students should save their work to a 'cloud' storage. Options at this time include iCloud, Google Drive, 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.

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

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, home, and other locations.
- 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.