

# **Berkshire Guidelines for Student iPad Usage**

## **Guidelines for Classroom Use of iPads 1:1**

- A notebook bag, sleeve, or other protective portable covering is recommended for transporting your device, charger, and headphones/earbuds.
- Student is required for having headphones/earbuds for their student issued device. Bring headphones/earbuds to class with your iPad daily.
- Follow directions and use your device as your teacher instructs at all times. Failure to do so will result in disciplinary action and loss of the privilege to use the iPad.
- No use of Messaging or Facetime during class at any time. Breaking this rule will result in disciplinary action according to the student handbook and AUP.
- The iPad is a school issued device. Any inappropriate content found on it at any time will result in a violation of the student code of conduct according to district policy.
- No Airdropping of materials from iPad to iPad without expressed permission from teacher.
- Keep your passwords and material secure at all times.
- Keep your bluetooth on and your Airdrop set to share with EVERYONE, so that your teachers can share materials with you and you with them.
- If you damage or lose your iPad, you are responsible for it (according to District AUP and iPad AUP)
- Bring your device to class everyday, charged, and ready to use for academic purposes. Failure to do so will result in detention and loss of credit on any assignments that require device usage. "I left it at home" or "it is not charged" will NOT be legitimate excuses for not having your device in class.
- Do not allow others to borrow your device. You are responsible for it.

## **Berkshire District Goals & Expectations for Digital Citizenship**

### **Safety:**

- ★ Do not share passwords with others. Remember your passwords and keep them safe.
- ★ Use privacy settings on social media sites.
- ★ Maintain your privacy. Do not share personal information online like phone numbers, addresses, etc.
- ★ Be aware of what comes up when a Google search is done on you. What information can others find about you online?
- ★ Use caution when talking to someone online.
- ★ Talk to someone if someone solicits you online or you read something disturbing.
- ★ Be able to identify internet scams, spams, malware, viruses, phishing, etc.
- ★ Stand against cyber-bullying and harassment.

**Proper Online Etiquette:**

- ★ Only access technology when it is appropriate to do so and you have permission.
- ★ Respectfully voice your opinion using technology.
- ★ Respect others' points of view on the internet. Acknowledge their opinion as meaningful and then explain why you disagree.
- ★ Understand that you are ALWAYS adding to your digital footprint and shaping people's opinion of you as an individual as you work, play, and explore online.
- ★ Listen to what others are saying. Engage in active listening.
- ★ Be inclusive of classmates and others, not exclusive.
- ★ Do not share photos of others without their permission and make sure they are appropriate.
- ★ Never share information or photos that could harm you or others down the road or portray you or others in a negative light.
- ★ Use proper English when communicating online. Avoid "text talk" and use of emojis when communicating for educational and professional purposes.
- ★ Address your emails and other correspondences appropriately and use professional language.

**Gathering Information:**

- ★ Use technology to gather information and communicate with others about educational topics.
- ★ Give the author credit for the information you use. Do not plagiarize!
- ★ Sift through sources of information to determine what is credible and what is not.
- ★ Seek different voices and points of view on topics.
- ★ Learn to search for information critically and intelligently.
- ★ Research topics using a variety of sources and search engines.
- ★ Disseminate important information.
- ★ Learn to properly attribute and cite, and USE IT.
- ★ Cross-reference sources. Do not just believe it because it is on the internet.

**Expanding your World:**

- ★ Engage in the world using social media. Crowdfund and inquire.
- ★ Create blogs, wikis, websites, etc. as a platform for your ideas to share with others.
- ★ Learn about and participate in other cultures using the internet.
- ★ Network with experts in the field using Skype, Facetime, IVDL, or Google Hangouts in the classroom setting.
- ★ Explore what other students are doing around the world. Connect with them if possible.

***Please keep the Guidelines for iPad use for your records and detach this sheet to turn in.***

For the student:

I have read and will abide by the guidelines for iPad usage and understand that if I do not follow the rules and guidelines, I am responsible for the consequences.

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Student's printed name

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Student's signature

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Date

For the parent(s)/guardians:

I have read the guidelines and rules for iPad usage and understand that if my child does not use their school issued device responsibly, that he/she will be held responsible for the consequences.

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Parent/Guardian's printed name

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Parent/Guardian's signature

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Date