Mill Pond School
1:1 Technology Program
Guide and Family Permission Forms

Dear Mill Pond families,

Westborough Public Schools and the Mill Pond School are excited to offer iPads for all 4th, 5th, and 6th grade students enrolled in Mill Pond School. The iPad program has been created to expand the tools and resources available to provide a 21st Century education to all of our students.

Westborough Public Schools Technology Vision

- We believe that the teacher-student relationship is central to creating and maintaining an effective learning environment.
- Technology will be used as a dynamic tool that will enhance teaching and learning, prepare our students to become innovative, knowledgeable, contributing members in the world community, and to be continuous learners.
- Technology will be used to support and enhance the learning environment.
- In an ever-changing world, technology skills are evolving at an unimaginable pace. Our students will need to know if technology can support their search for solutions when faced with a problem and if so, which technology should be used.
- Technology is a utility that should be available when and where needed.
- Westborough Public Schools will provide the necessary access, support, and environment for critical thinking, creativity, collaboration, communication for all stakeholders.

When a school provides enough technology devices such as iPad, so that there is one device dedicated to each individual student, this is called a 1:1 program. It does not, however, mean that students will be on devices all day! The iPad becomes one of the tools available to the student, at the teacher's direction, just like a textbook, a calculator, or a ruler. This is also known as a Blended Learning Environment, one in which teachers and students blend the use of technology with other methods of instruction and learning. Mill Pond's Blended Learning Environment is one in which the teacher is the facilitator of learning for students that is both personalized and collaborative; that builds skills and knowledge; that develops critical and creative thinkers; and that enables ALL students to adapt, thrive, and excel in an evolving world. Technology becomes a tool to be used at teacher and student discretion to enhance and transform learning, enabling students to progress through rigorous standards with a personalized balance of support, challenge, choice, and voice, ultimately preparing them to be knowledgeable, innovative, and flexible-thinking citizens who contribute to the world community. We are thrilled to bring this enhanced opportunity for learning to all of our students.

To prepare our students to use their iPads as an educational tool in an appropriate and successful manner, staff members provide training for our students with lessons on the following:
1. iPad care
2. Network usage and Google Apps for Education (GAfE)
3. Digital Citizenship lessons:
    a. Rings of Responsibility
    b. Personal and Private/ Safe vs. Unsafe Digital Behavior
    c. Cyberbullying

These lessons are the collaborative efforts of our homeroom teachers, technology staff, and library staff. They provide a thorough and consistent message to all students at Mill Pond which are then reinforced throughout the school year. To begin the year, all iPads will remain in school. Early in trimester 1, once 6th grade teachers observe that 6th graders have demonstrated strong and consistent responsibility with their iPads, they will be allowed to take them home. We will notify parents when this time comes. Later in the year, 5th graders should be able to take their iPads home, once they too have demonstrated good digital citizenship and iPad care for a period of time. 4th graders may be able to take their iPads home later in the year and this decision will be made after students have had a solid period of time to develop good digital citizenship and iPad care habits. We will keep parents informed of the progress of our 1:1 program and its impact on student learning, and we will offer periodic training opportunities for parents as well. We look forward to an exciting year of learning with your students and thank you for your support!

Overview

At the start of the school year, students will receive three accounts to access technology: a network account, a Google account and an Apple ID. Each student will need to remember their username and password for each of these accounts, and students should never share these passwords with anyone except parents, teachers, and staff.

The network account provides access to school computers and wifi. The username is based on the student's name and year of graduation. Students will learn their passwords when they receive their account at the start of 4th grade.

The Google account provides access to Google Drive, Docs, Sheets, Classroom and even more. In 6th grade and beyond this will be used for email (after appropriate technology/media class instruction on email etiquette), but students will not initially have access to email at Mill Pond School. Their username is their network username followed by "`@student.westboroughk12.org`" and they will learn their passwords when they set up their Google accounts at the start of 4th grade. Students can log into their Google account from any device connected to the Internet. Students can store their work in their Google Drive which they can access from home or their iPad.

An Apple ID allows students to sign into their iPad and receive apps assigned to them. This is paired with their Google account: a student's username is their Google username, and after entering it they will be prompted to authenticate through Google's login prompt. Students will not be able to download any apps that have not been assigned by the school.

If students forget their password, they should see their teacher. If needed the technology department can reset passwords. Passwords should never be sent by email and we will never request the password by email. We will also never reset a password as the result of an email or phone call from a parent since the reset should happen while the student is with a staff member. For the safety of our students and the school's network, a password will only be reset if forgotten when a school employee is present with the student to reset it with them. Please know that a password may also be reset if there is a need for security, disciplinary, or emergency situations.

1. Acceptable and Responsible Use Policies

- The use of Westborough Public Schools' technology resources is a privilege, not a right. The privilege of using the technology resources provided by WPS is not transferable, nor can it be extended to people or groups outside the district.
- These policies are provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the terms and conditions, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The ***WPS Responsible Use Policy*** and the WPS ***Internet Acceptable Use Policy*** shall be applied when necessary and can be found in the Mill Pond Student and Family Handbook on our website.

2. Mill Pond 1:1 iPad Program

All Mill Pond students in grades 4-6 will be given an iPad to use for educational purposes. When a grade level or a school has one technology device dedicated to each individual student, this is known as a 1:1 program.

2.1 Issuing the iPad

The iPads on loan are the property of Westborough Public Schools (WPS). Your right of possession and use is limited to and conditioned upon your full and complete compliance with this agreement, the Student Handbook, the current Technology Plan, and the Responsible Use Policy. Failure to comply with any part of this policy may result in the student losing the privilege of bringing the iPad home for a period of time or other appropriate disciplinary measures.

2.2 iPad Check-in and Responsibility

iPads must be checked in periodically for routine maintenance. WPS will be responsible for repairing iPads that malfunction. Students must immediately report iPads that malfunction, are damaged, stolen or lost to their teacher. If an iPad malfunctions, is damaged, stolen or lost due to neglect, parents will be responsible for the repair or replacement. Refer to the ***Technology Take-Home Liability*** document included in this packet for details and limitations on the included Accidental Damage Protection that comes with the device.

Parents must contact the school immediately if the iPad is lost and the local police department and the school if it is believed to have been stolen.

2.3 Ownership

Westborough Public Schools are the owner of the iPad, and all hardware, software and accessories residing on or associated with the iPad. The iPad and all of its accessories must be returned to the school upon termination of enrollment or at the request of Westborough Public Schools.

3. iPad Care

The student is responsible for the general care of the iPad that they have been issued by the school.

3.1 General Precautions

The iPad is school property and all users will follow this protocol and the District's ***Responsible Use Policy*** for technology.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- The iPad and case must remain free of any writing, drawing, stickers or labels except those affixed by the WPS technology department for identification purposes.
- The student is responsible for keeping their iPad's battery charged for school each day.
- The iPad should never be left unsupervised in an unsecured area.
- The iPad should not be left in a place that can experience extreme heat or cold, such as a vehicle, as this is likely to cause severe damage.

3.2 Carrying an iPad

The protective case provided with the iPad is intended to protect the iPad during normal treatment and provide a suitable means for carrying the device. The guidelines below should be followed:
- The iPad must be kept within the protective case provided by the school.
- Caution must be used when the iPad is placed in a backpack or other carrying case. Avoid placing any pressure or weight on the iPad. Do not place objects on top of the iPad.
- Avoid placing any liquids near the iPad.
- A damaged or missing case will be replaced at the cost of $50 to the parents.

3.3 Screen Care
- The iPad screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage from pressure on the screen or iPad.
- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could pressure on the screen.
- Do not place anything in the carrying case that will press against the iPad.
- Clean the screen with a clean, dry, soft cloth. Do not use cleansers of any type.
- Do not "bump" the iPad against cubbies, walls, car doors, floors, etc. as that can break the screen.

3.4 Cord Care

The iPad comes equipped with an Apple-certified 12W USB power adapter ("brick") and cable.
- Students are responsible for using these accessories to keep the iPad charged.
- Students must return the brick and cable at the end of the school year in good condition.
- Any damaged or missing accessories will be replaced at the cost of the parents: $20 for the brick and $10 for the cable.

4. iPad Use

The iPad is issued for academic use at school at the direction of the teachers, and at home with parental supervision. Whether at school, at home, or elsewhere, students should not be using the iPad without direction from a teacher or guardian. Along with other electronics, use of the iPad is not permitted in bus lines, at bus stops, or on the bus. Social media is not permitted on school devices.

4.1 iPad at Home

Taking the iPad home is a privilege and when used at home, it is intended for academic purposes for the student to whom the iPad was assigned. It is not intended for recreational or family use. While at home family rules will apply to the school iPad.

The iPad is an essential learning tool for everyday student use. If the student leaves their iPad at home, they will be unable to work with the teachers and students at school to complete their assignments, to communicate and to stay organized. Consequences may be issued for being unprepared for class. If the student repeatedly leaves the iPad at home, they may be required to keep the iPad at school for a period of time.

4.2 Charging Your iPad's Battery

Once iPads start going home, students will be expected to charge them there and bring them to school each day in a fully charged condition. The student is responsible for starting each school day with a fully charged iPad.

4.3 Software/Apps

All required software/apps will be provided and installed over wifi by Westborough Public Schools using our management and deployment software. The software/apps installed by WPS must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software/apps. Periodic checks of the iPad may be made to ensure the integrity of the software/apps. iPad software/apps, documents, app data, student work, and media will be backed up using Apple's iCloud Backup service. In the event that an iPad needs to be replaced or reset, the apps and all data will be restored from iCloud backup. Some apps may sync their data to iCloud, the student's Google Apps for Education account, or the app's own website for the purpose of backup and/or export. Upgraded versions of licensed software/apps will become available from time to time. Students s**hould not perform updates to apps or iOS** unless instructed to do so by a staff member. Students may be required to turn in the iPad periodically for updates.

The school does not accept responsibility for the consequences of installing unauthorized software/apps, "jailbreaking," or any related loss of any software, photos, videos, or documents.

4.4 Daily Use

The student should always turn off and secure the iPad after they are done working to protect their iPad, their work, and their information.

Students have control over some iPad settings. These settings should only be changed at the instruction of staff, and settings should not interfere with classroom teaching and learning. Accessibility tools and organization of apps into folders will be managed by the student as well at the instruction of staff.

5. Student Privacy

As part of The Mill Pond School's 1:1 program, students will be using commercial websites and online services (including mobile apps). These websites and online services (including mobile apps) are carefully chosen to support specific learning goals and used solely for the benefit of our students and the school. Student use will be supervised by classroom teachers and other school staff members, and account creation procedures will be directed by school staff and will vary by service.

The Child Online Privacy Protection Act (COPPA) regulates the collection, use, and disclosure of personal information by operators of commercial websites and online services (including mobile apps) directed to children under 13 that collect, use, or disclose personal information from children, and operators of general audience websites or online services with actual knowledge that they are collecting, using, or disclosing personal information from children under 13. Westborough Public Schools are bound to comply with all regulations stipulated in COPPA.

When school districts contract with third-party website operators to offer online programs solely for the benefit of their students and for the school system, COPPA allows schools to act as the parent's agent and can consent to the collection of kids' information on the parent's behalf. However, the school's ability to consent for the parent is limited to the educational context – where an operator collects personal information from students for the use and benefit of the school, and for no other commercial purpose.

There is no expectation of privacy for any communication made using the Mobile Device or for any content created or stored on the device. The district reserves the right to inspect the Mobile Device and its contents at any time and for any reason.

6. Responsibilities

6.1 Student Responsibilities
- Students will maintain the iPad and keep it in good working order.
- Students will follow the rules of this contract and all applicable school policies.
- Outside of school, students will follow all iPad rules set forth by their parents and the school.

6.2 School and District Responsibilities
- The school will provide hardware, software, technical support and training to the best of its capability and within fiscal constraints.
- Staff will assist students with the proper care and use of their devices at school as outlined in this document.

6.3 Parent/Guardian Responsibilities
- Parents/Guardians will supervise when and where their child is going online and know what they are doing there while at home.
- Parents/Guardians will make students accountable. Having an iPad is a privilege. Make sure students recognize the importance of this and the consequences of not following established rules.
- Parents/Guardians will be responsible for contacting the teacher if they have concerns.

The district reserves the right to modify this policy at any time.

SAFETY AND PROPER USE

Internet Acceptable Use Policy
We encourage and invite students to use the computer network to enhance their educational environment at the Westborough Public Schools. When students are using the Westborough Public Schools' Computer Network System, they should understand that they leave "electronic footprints." Personal responsibility should always be considered. Unlimited use of the Internet is a privilege. Violations may result in denial of access to the network system. Consequences for violations of this policy are building specific. For more information on potential violations and student rights, please see the full text of the *Internet Acceptable Use Policy* available in our Student Family Handbook on our website. Information on violation consequences is also available upon written request.

Student Technology Responsible Use Policy
By using the Westborough Public School district technology resources students are agreeing to abide by the terms and conditions of this policy.

The Westborough Public Schools (WPS) provides employees and students with access to the district-wide school network, which also serves as our gateway to the Internet, and school-issued technology. The network has been developed for educational purposes. It is intended to assist in preparing students for success in life in the 21st century by providing access to a wide range of information resources and the ability to communicate with people throughout the world. The system/network may not be used for illegal purposes, in support of illegal activities, or for any activity prohibited by district policy, including circumventing firewalls, filters, or access controls and/or accessing forbidden or inappropriate material.

The WPS utilizes and maintains a CIPA compliant content filter to reduce the risk of inadvertent exposure while recognizing that it will never provide assurance of complete filtering. To read more about the specific guidelines in place to protect student privacy and

ensure safety, please see full text of the ***Student Technology Responsible Use*** policy available in our Student Family Handbook on our website.

Google Accounts: Google Apps for Education (GAfE)

Mill Pond School, in conjunction with the WPS Technology Department, is committed to providing our students with skills integral for success in the 21st century. We believe that it is essential to afford students the opportunity to utilize technology tools that allow for storage, collaboration, sharing and productivity throughout their educational years in the Westborough School District. Google Apps for Education (GAfE) is a suite of online tools that have been used in grades 4-6 as well as in middle school and high school.

GAfE offers your students the capability to create documents, spreadsheets, presentations and drawings, and have those documents accessible *anywhere* they have an internet connection. No special software is required. Students will be able to collaborate with classmates, as well as share their work paperlessly with teachers. To start our students off slowly and allow them to get comfortable with the responsibility of having these accounts, our students will only be able to share and collaborate with teachers and students within our district. Please note, while student accounts appear to be an email account, our students will not have email capability at this time. There may also be other educational online tools and apps that our students will be using during the year.

Using online tools responsibly is an important part of our students' development. To support this we will provide students with experiences to help them learn appropriate and responsible use of online tools. We encourage parents to also work with your students about their online behavior. There are many online resources such as Common Sense Media that can help start the conversations.

Westborough Public Schools
Technology Take-home Liability for District- Owned Devices

Overview:
Like all district property in the custody of students, families will be expected to reimburse the district up to the replacement cost for any damage or loss to the device or its accessories. However, since these are substantially more expensive than most other items students check out, the district has taken steps to mitigate the risk to families of a major expense by purchasing a protective case and accidental damage protection for each device.

Lost or stolen device:
- If a district iPad is believed stolen, the family should notify the police so that a report is filed.
- If an iPad is lost or stolen it is important to notify the school right away. The more quickly we can start tracking it down, the more likely we are to find and recover it.
- The district will work with the family to lock the device and activate geotracking.
- Families will be required to reimburse the district for a replacement unit if it is not recovered.

Repairs and Replacements:
- To preserve the district's investment, devices will be repaired by the district using an authorized repair agent, and replacement accessories will be from the original manufacturer.
- If the iPad is damaged it will be exchanged for a factory refurbished one and the family will be required to reimburse the district for the $49 service fee assessed by the vendor for the repair incident.
- Replacement costs may be found on the ***Technology Purchase, Replacement, and Repair*** form available on the school's website, but as of the 22-23 school year sample costs are as follows:
    - The replacement cost of an iPad with power adapter and cable is $479.
    - The replacement cost of an Apple iPad power adapter is $20.
    - The replacement cost of an Apple iPad power cable is $10.
    - The replacement cost of an iPad cover is $50.
- Loaner devices will be available for students to use in school while their device is being replaced or repaired.

Please contact the school if a reimbursement will pose a hardship to your family.

FAMILY RESOURCES:
1. **Common Sense Media: Addressing Parent Concerns:**
   https://www.commonsensemedia.org/parent-concerns
2. **Common Sense Media Family Tip Sheet: Common Sense on Digital Life**

https://www.commonsensemedia.org/sites/default/files/k-5-familytip-digitallife.pdf

3. **Common Sense Media: Family Tip Sheet: Online Security:**
   https://www.commonsensemedia.org/sites/default/files/k-5-familytip-onlinesecurity.pdf
4. **Common Sense Media Family Tip Sheet: Cyberbullying Family Tip Sheet**
   https://www.commonsensemedia.org/sites/default/files/k-5-familytip-cyberbullying.pdf
5. **FTC: Tip for Preventing Child Identity Theft**
   https://www.consumer.ftc.gov/articles/0040-child-identity-theft
6. **Common Sense Media Family Tip Sheet: Common Sense on Smart Searching**
   https://www.commonsensemedia.org/sites/default/files/k-5-familytip-smartsearching.pdf
7. **Common Sense Media Family Tip Sheet: Respecting Creative Work**
   https://www.commonsensemedia.org/sites/default/files/k-5-familytip-respectingcreativework.pdf
8. **Common Sense Media Family Tip Sheet: Boys, Girls and Media Messages**
   https://www.commonsensemedia.org/sites/default/files/k-5-familytip-boysgirlsmediamessages.pdf
9. **Common Sense Media Family Tip Sheet: Talking Safely Online**
   https://www.commonsensemedia.org/sites/default/files/k-5-familytip-talkingsafelyonline.pdf
10. **Common Sense Media Family Tip Sheet: Privacy and Digital Footprints**
    https://www.commonsensemedia.org/sites/default/files/k-5-familytip-privacyanddigitalfootprints.pdf
11. **Children's Online Privacy Protection ACT**
    http://www.coppa.org/
12. **Common Sense Media: Family Advice Videos**
    https://www.commonsensemedia.org/video/advice
13. **Common Sense Media Family Media Agreement Worksheet**
    https://www.commonsensemedia.org/sites/default/files/imce/educatefamilies_fma_all.pd

**Please make sure your child understands the information
contained in this Technology Guide.**

**Please read the full text of the *Internet Acceptable Use Policy*
and the *Student Technology Responsible Use Policy*
in the Student and Family Handbook found on the MPS website
and make sure your child understands the policies.**

Thanks for your support of this enhanced learning experience for your students!