

Dear Students and Parents,

We are excited that, as seventh graders, we will once again be able to provide you with iPads that you can use for academic purposes. Last year, this pilot program was a great success, and we expect the iPads will become even more helpful as you begin to travel between different classes and take on the rigors of seventh grade. Last year, you received a lot of information about iPad use, and as sixth graders, you generally did an excellent job of following the rules that we set out. As you begin to use the iPads in seventh grade, here are a few reminders and new policies for their use.

Tracking + Caring for Your iPads

In seventh grade, you begin to travel between all of your classes and have greater responsibility to keep track of all of your materials. This will be true of your iPads as well. Here are our expectations for keeping track of your iPads throughout the day:

- Your iPads will travel with you to all of your classes *except for PE*
- When your iPad is not being used, such as during lunch, PE, or choices, you may keep it in your locker or backpack
- You will normally need to bring your iPad home with you for tracking and completing homework, and it is your responsibility to bring it back each day
- It is *your* responsibility to charge your iPad at home each night. We no longer have a charging cart sitting around, and your iPad will need to last throughout the day, so it should be fully charged when you arrive at school

Appropriate Use of Technology

The guidelines for appropriate technology use have been laid out in two locations--first, the Student Behavior Guidelines and also in the 1:1 iPad guide from last year. Both of these are attached to this letter; please take a moment to review them. A few points of emphasis:

- Student iPads are for academic use only. Therefore, all use, whether it be upon arrival to homeroom in the morning, during class, during SSR/study hall, or in after school rehearsals, should be focused on specific academics. Here are some examples of what this might look like

| Appropriate Uses: | Inappropriate Uses: |
|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| --Watching one of Dionne's math video about the next concept you are studying | --Watching a random youtube video, even if it is about appropriate content |
| --Using an app like Quizlet to create flashcards to study vocabulary | --Using an app just for fun or because you have nothing else to do |
| --Using the camera to take a picture of the homework board or a labeled diagram you want to remember | --Using the camera to take a picture of your friend or yourself so that you can distort your face using one of the apps |
| --Emailing or corresponding with a friend to check in about a project or ask about an assignment | --Emailing a friend during the school day just to say hi |

- In general, you should only be using your iPads during the school day *with permission*. This means that
 - During classes, your iPads should be face down, with the screen off, unless you have been instructed by your teacher to use them or have asked permission
 - Outside of classes, you must ask permission from a supervising teacher to use your iPad and provide a specific reason why you are using it
- You should always ask permission before using a classmate's iPad
- At home, your iPad continues to be a school device, and all uses must be consistent with school rules as well as any rules established by your family.

In general, if you are not sure about whether your use of the iPad is appropriate or not, just ask! It is also always good to consider the following questions before using:

- Am I using the iPad at the right time?
- Am I using the iPad in the right way?
- Am I using the right tools on the iPad for the job?
- Am I comfortable with others seeing what I am doing on the iPad?

We look forward to using these fantastic tools throughout the year and continuing to develop the iPad program with your help. Please contact us with any questions or concerns.

Sincerely,

Dionne, Josh, Katherine, and Marie, on behalf of the entire seventh grade team

Greene Street Friends School Middle School Responsible Use of Technology Policy--from the Student Behavior Guidelines

Technology offers exciting, innovative ways to apply and extend learning. GSFS provides students with a wide range of meaningful experiences with technology. The school also embraces the goal of teaching students responsible technology use.

The guidelines in this policy articulate the current expectations and rules for technology use at GSFS. If students do not follow these guidelines properly, they will earn an appropriate consequence consistent with the student behavior guidelines. If a student repeatedly disregards these rules and guidelines, he or she may lose the privilege of using school technology. We expect students to join us in keeping the school's core values at heart as we experience the rewards and challenges of evolving technology.

School technology is to be used for educational purposes only. If in doubt, and when venturing into an activity not covered in these guidelines, students should always ask the permission of a teacher. At times, teachers will instruct classes to use technology in ways not detailed in these guidelines. In those cases, the student will be using the technology responsibly as guided by the teacher.

Protecting Privacy

With so much information within reach through technology, students need to be highly conscious and respectful of privacy.

1. Privacy is valued at GSFS, but school devices are not personal devices. Everything is accessible to the community. **Anything that a student puts onto a school device may be monitored, opened, and read by faculty and staff.** Students should not put anything on school devices that they do not want faculty or staff to read.
2. Unless they are collaborating, **students may not open files or information belonging to other students, or to faculty or staff.** If a student finds anything left open on a device, he or she should save and close it without reading it. Students must respect the privacy of others in this way in school and at home, when accessing their own work through cloud storage.
3. People on the Internet should be considered strangers. Students should never share their own or anyone else's personal information, including their email address, over the Internet.

Stewardship of Equipment

The school's technological devices are shared resources. Taking proper care of them is an essential skill and habit to develop for life.

1. To prevent accidents and/or damage, students should be mindful of how they carry devices and where they set them down.
2. No food or drinks, including water, may be placed near devices.
3. Students should not change any settings or preferences on devices, even temporarily.
4. Students should notify an adult if they see an issue with a device that requires resetting or maintenance.
5. Students may not install or alter any programs (such as games or instant messaging software) on school devices.
6. Files should be saved appropriately in cloud storage or deleted, not left on the device unless otherwise instructed by the teacher.

7. Students should close all applications and files before returning the device.

Honesty and Fair Use

Technology use provides many opportunities to practice honesty and integrity.

1. The Internet holds valuable information for research. Students should put all information through their own thinking and into their own wording. Students must be responsible authors by citing their sources and closely attending to the sections on academic integrity and plagiarism in the Community Handbook. Presenting others' work as your own (for example by cutting and pasting) is plagiarism. Even with citation, taking liberally from any source lacks academic integrity.
2. Students may only use applications that teachers direct them to use during that period.
3. Students may only access websites directly pertaining to the task they are doing for class and/or sites that are approved by the teacher.
4. In order to send themselves a document, students may access their own email with the permission of the teacher. While in their personal email accounts, students may not read or send other emails.
5. To conserve resources, students must check with the teacher before printing.
6. Misuse of technology that occurs outside of school hours and impacts a student or the school community may require further inquiry by the school. There may also be consequences assigned that are consistent with the student behavior guidelines.

Safe Passage on the Internet

GSFS values trust and does not block websites. Teachers instruct students how to search responsibly, and the students are trusted and expected to do so.

1. While there are many sources on the Internet that support GSFS academics, other sources are incorrect, inappropriate, offensive, and/or illegal for minors. Students must follow search guidelines with care and stay within the boundaries and intent of the search.
2. If or when something inappropriate is accidentally viewed, students should respond by quietly alerting the teacher and closing the website. If students are unsure about the appropriateness of a website or information, they should check with the teacher.
3. Students must never provide personal information over the Internet, including names, addresses, phone numbers, ages, photographs, and email addresses.
4. Students may not use school devices to communicate online with a person or to post a communication on a site without supervision of a teacher. Students should not read other people's posts on a site unless they have permission from a teacher and it is part of the lesson.

Continued Learning

The school embraces the many learning opportunities that technology brings to individuals and the community. Teachers and staff model effective use of technology for students in classrooms. Ethical use of technology for various purposes is part of the Life Skills curriculum. When students make mistakes, the school responds by communicating the lessons of that mistake. If students show unwillingness to learn from a mistake or inability to comply with the guidelines in this policy, they may lose access to school technology and/or receive a consequence consistent with our student behavior guidelines. Our hope is that understanding and using these guidelines will enable all students to safely and productively use technology at school.

Guidelines for Decision Making with Your School iPad--from the 1:1 Guide

A big element of 6th grade has always been about increasing our responsibility and our independence. Your school iPad presents a great opportunity to demonstrate and develop your own responsibility. You can collaborate in exciting ways, and you can work towards independence by showing that you understand the guidelines and the reasons for them.

GSFS middle school has a very clear Responsible Use of Technology Policy (you can find that next in this manual). All of the points in that apply to use of your school iPad.

The ideas inside SPICES are also a very helpful guide for decisions you make when using your school iPad. Whenever you are in doubt about a decision, you should always ask a teacher (if at school) or a parent or guardian (if at home). You can also ask yourself some of these questions as a way of thinking things through:

For whatever you are considering doing:

- Will it keep things simple?
- Will it create or sustain peaceful interactions?
- Will it show my integrity?
- Will it be helpful for the community?
- Will it maintain or support equality?

We recognize that having iPads in our hands creates some temptations. Here are some other questions you should use to guide your decisions daily:

- Am I using the iPad at the right time?
- Am I using the iPad in the right way?
- Am I using the right tools on the iPad for the job?
- Am I comfortable with others seeing what I am doing on the iPad?

If you can say it's the right time, right way, and right tools, you are good to go.

Some decisions that don't work for the classroom...

There are some iPad uses that may not seem to be a big deal to you, but you will find that teachers do not want you to do them. Here is some help understanding why...

| Decision that doesn't work | What to do instead |
|---------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| Using the camera, changing the desktop picture, or playing chess (examples) when waiting for help | Try again, re-read the directions, write down questions, ask a neighbor, move on |
| Changing the appearance of your screen or playing with settings during class | Use time outside of class to set things up the way you want them |

| | |
|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sending funny messages to a classmate you are supposed to work on a project with | Send messages that are necessary for your work on the project. Send personal or fun messages from a different, non-school email address after your work is done! |
|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Distractions: The common theme with these few examples above is the temptation to get distracted from learning. The iPads are here to enhance our learning, not distract us. We need to use them responsibly for that to happen. We can have fun and be humorous, but always ask yourself -- is this adding to or taking away from the learning?

School versus Home Use:

Later in the year, when you are taking the iPads home, you will continue to follow all school guidelines that affect the appearance and content of the iPad. You may also use the iPad at home in ways that fit with the rules of your house.

For example, if you want to play an online game that your parents approve, that is fine. If you go on a non-school email account at home from your school iPad, you may use it to send personal emails.

Basically, anything you do with your school iPad at home needs to be okay with your family. Anything you do with your school iPad at school needs to be okay with school.

Consequences:

When someone makes a decision that doesn't work, they should learn what went wrong, make it right, and make better choices going forward. Our GSFS middle school student behavior guidelines apply to all decisions made with the school iPads. If, after learning the expectations, a student does something that goes against the guidelines for decisions, he or she may earn a level consequence.

Thoughts for Parents and Guardians about School iPad Use at Home

We are excited to be partnering with GSFS families to provide this guided, supported 1:1 iPad experience for our students. When the iPads are at home, the parent or guardian is the main decision maker and the guide for use of the iPad.

Some families already have rules and systems in place, and students should certainly adhere to the rules set up by their families. Other families may just be starting to think about rules and guidelines. To be honest, it's an ongoing process for everybody as technology evolves.

We've gathered and included some possible approaches and strategies in case you'd like suggestions for creating clear boundaries with the iPads at home. Using them or not is completely your choice as parent or guardian of your child. We offer them in the spirit of helpfulness, not management.

A few ideas:

- Talk frequently about what they are learning and seeing with the iPad - (reminds of its learning purpose)
- Ask them to show you a recent project or app they are learning (reminds of its learning purpose)

- Remind them that it is a great learning device for school (I say to my kids - the iPad is a tool, not a toy)
- Set your own family responsible use policy - remind them that everyone's rules look different and what works for your family is what you need to do
- Set a technology "curfew" past which your child must put the iPad away
- Have some technology-free zones in the house - at the dinner table, in bedrooms, in all but public spaces
- Share that you may look at or monitor their emails, internet history, or iPad contents at any time, and so may school
- Require charging to happen in a public space in the home, and use opportunities to look at what is on the iPad
- Have a "drop box" outside the child's bedroom and have them leave the iPad in there at bedtime - removes temptation to play games or communicate at sleep time

We would like to know how we can help you with this transition at home. Please reach out if you are having any questions or concerns and we will do our best to help.