Digital Learning Environment

Policy, Procedures, and Information

Handbook

Eastern Regional High School
Digital Learning Environment

Program Handbook

Introduction

Eastern Camden County Regional School District is proud to offer a new way of learning and teaching. Eastern Regional High School will be deploying iPads to incoming freshmen. These iPads and accessories will be used in the creation of a 21st Century classroom formally called a Digital Learning Environment (DLE). The policies, procedures, and information contained in this handbook apply to all DLE iPads and accessories used by Eastern Regional High School students and staff. Teachers may also set additional requirements for use in their individual classrooms.

Purpose

The Digital Learning Environment program at Eastern Regional High School seeks to provide students and staff with tools and resources to create a modern learning environment that will prepare students to be successful in high school and ultimately to be college and career ready. We recognize that technology integration should be seamless and allow students to create, think critically, problem solve, collaborate, and communicate in new, meaningful, and interesting ways. The DLE program will help teachers transform curriculum and teaching practices so they can prepare students to be successful in an ever-changing global economy.

I. Device Deployment and Return

a. <u>Receiving Your Device</u>

iPads will be distributed during August and/or September. Parents and students must sign the iPad DLE Agreement, Acceptable Use Policy, and Handbook Acknowledgement in the <u>Parent Portal of PowerSchool</u> before the student's iPad can be issued. Students will receive an iPad, charging cable, power adapter, and protective case.

b. <u>Returning Your Device</u>

Upon withdrawing from Eastern Regional High School, the iPad and accessories must be returned or it will be considered stolen and an obligation for the total cost of the iPads and accessories will be entered . Stolen iPads and accessories will be tracked and reported to the proper authorities. iPads and accessories will not be required to be returned over summer breaks while attending Eastern Regional High School

II. Device Care

a. <u>General Precautions</u>

DLE devices, iPads and accessories, are considered school property and all users must follow all school policies and procedures related to technology use and the code of conduct. General precautions will help to ensure the iPad remains in excellent working order during the school year. Therefore, cables must be inserted carefully into the iPad to prevent damage. iPads and accessories must remain free of any writing, drawing, stickers, labels that are not property of the Eastern Camden County Regional School District. iPads and accessories should not be used near food or drink. Never submerge the iPad in any liquid for any purpose. iPads must never be left unlocked or unsupervised while at school or any other public venue. iPads and accessories should also be kept out of reach of younger siblings, family pets, or anyone else capable of careless handling.

b. <u>Transporting and Stowing iPads and accessories</u>

iPads and accessories can sustain significant damage if dropped or not stowed carefully. Therefore, iPads and accessories should always be in a protective case when carried or stowed. It is best to stow the device in a backpack or bag when walking to avoid inadvertent dropping or damage. Device screens are particularly sensitive to damage from excessive pressure on the screen or from dropping. Therefore, do not lean on the device when it is closed or place anything on the device that could put pressure on the screen. Be mindful of placing the device in an overstuffed backpack. Do not place anything in the protective case that will press against the screen. Do not stow your device in direct sunlight as this could cause overheating and device damage. iPads and accessories should be stowed in lockers when not in use. This includes during

gym class, lunch, and while participating in after-school clubs, sports, or other activities not requiring the device. It is your responsibility to ensure that your iPad is not lost or stolen. If your iPad is lost or stolen you must report it to the local authorities and let the Technology Department immediately.

c. Cleaning

Before cleaning the iPad make certain it is turned off and unplugged from any accessories or power. Clean the screen with a soft, dry cloth or anti-static cloth. 99% Isopropyl alcohol wipes can be used to clean the device housing. Do NOT use window cleaner, household cleaners, aerosol sprays, solvents, ammonia or abrasives to clean the device.

III. Device Use

a. Forgotten Device

iPads and accessories are intended for use at school each day. Students are responsible for bringing their iPads and accessories to **all** classes, unless specifically instructed not to by their teachers. If students forget their device at home, they are responsible for getting the course work completed as if they had their device present. If a student repeatedly comes to school without the iPad, they are considered unprepared for class. Students who forget their iPad may be required to complete work after school hours or points may be deducted from their grade.

b. Device Repair

Students whose iPad is in the process of being repaired are still required to submit all classroom work. Loaner iPads and accessories will not be issued to students. For further information on device repair and troubleshooting please see section 6 below entitled "Technical Support".

c. Charging

iPads must be brought to school each day **fully** charged. Uncharged iPads may not be able to be charged in school. Students with uncharged iPads will then be required to complete course work without their device and are considered unprepared for class.

d. Camera/ Photos/Videos

The iPad comes equipped with both camera and video capabilities. Permission must be granted to video/photograph an individual or group and/or post images/videos online. Unauthorized videoing/photography can be considered a serious offense and disciplinary action will be taken. Device cameras may not be used in restrooms or locker rooms. Inappropriate media or photos may not be saved on the device or used as a screensaver. Inappropriate media or inappropriate language, alcohol, drugs, gangs, or any other media that violates the Acceptable Use Policy or Code of Conduct. Photos and videos must only be used for educational purposes.

e. Sound/Music/Recording

Sound must be muted at all times unless permission is obtained from the

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teacher for instructional purposes. If sound is turned on, students must use headphones. Music is allowed on the device and can be used at the discretion of the classroom teacher. Permission must be granted to record an individual or group and/or post audio recordings online. Unauthorized recording can be considered a serious offense and disciplinary action may be taken. Device microphones are prohibited in restrooms and locker rooms.

f. Network/Internet Access

iPads will be joined to the district's wireless network while at school. This network will provide access that is monitored and filtered to the Internet. If a staff member finds a student accessing inappropriate material at school, disciplinary action will be taken with parent contact. Students are permitted to join wireless networks on their iPads and accessories to further extend the educational experience. When using the Internet outside of school, it becomes the parent's/guardian's responsibility to monitor student use. This should include the amount of time the student uses the device, the type of websites visited, and expectations around communication. DLE iPads are not filtered when off campus.   There are many monitoring applications, but ultimately, clarifying expectations at home and having an open conversation about responsible use is best and recommended.

g. Inspection

Students may be selected at random to provide their iPad for inspection. Staff can request to review or inspect any student's device at any time during the school day. Inappropriate usage/damage will be reported to an Administrator and disciplinary action will follow.

IV. Device Software

a. Originally Installed Software

DLE iPads are configured by ECCRSD and maintained by an "over the air" management system. In order for the school to provide resources to students, an enrollment profile is installed. Under no circumstances should a student remove this profile. If a student discovers this profile missing, he/she should report it to the Technology Department immediately. All software/apps installed by the ECCRSD must remain on the device in usable condition and be easily accessible at all times. New apps or software may be added to the device remotely during the school year. Jailbreaking or rooting the device is strictly prohibited.

b. Additional Software

Students are permitted to add apps to their iPads and accessories. However, they must be appropriate and in accordance with the Code of Conduct and Acceptable Use Policies. Games that are not educational are not permitted in school. Additionally, there must remain sufficient storage available on the device for school issued apps, content, or software updates. Use of hacking software is prohibited.

c. Profiles

Profiles are settings that are pushed out by the ECCRSD Technology Department to assist with the setup and configuration of the iPad. An example profile would be one that tells the device to join the Student wireless network. Another might be one that locks the device to a certain app for testing. These profiles are meant to help students and enable them to get their work done.

d. Updates

Apps are updated constantly while operating systems are updated usually once or twice a year. While these new updates can provide more features, a better experience, a simpler interface, or simply fix bugs, sometimes they can also create issues. It is best to discuss updating any school provided app or the operating system with a teacher or technology staff member first. This way the update can be tested to ensure it works as expected which helps to decrease downtime of any device.

V. DLE Procedures

a. Digital Workflow

Students will receive instruction on a variety of ways to save work on the device and ways to manage content. The school will be using workflow apps which offer simple assignment management, online file storage, and collaboration tools to support a paperless classroom. Teachers will assign, share/distribute, collaborate, collect, annotate, and review assignments across any Internet connected device. Storage space will be available on the device, BUT saved data will not be backed up by the ECCRSD Technology department.

b. Digital Citizenship

The iPad should be used to access and store appropriate materials only. Students should be aware of the potential for their communication to be shared and/or misinterpreted. Any use of the device that involves inappropriate, unkind or mean behavior will result in disciplinary consequences. The device is also equipped with many apps and methods to communicate with others. Make sure you think about whether such communications are appropriate both in content and context. Remember that all online communication is a reflection of the individual. If you wouldn't write it or say it in front of a parent, teacher or other person, it is better left unwritten and unsaid. When in doubt, communicate in person.

c. Apple ID

An Apple ID is needed for you to download apps on your device. We require the user name be set to your ECCRSD supplied email address. We do encourage you to explore new apps that could help you with your learning. If you're not sure about a particular app, ask your teacher or a member of the Tech Department. Games (unless sanctioned by a teacher and the technology supervisor) should be saved for non-school iPads and accessories. This account is not required to have a credit card associated with it. The Technology department will deploy apps required by teachers for classroom instruction.

d. Google Apps

Each student will receive an email address which will be managed through Google Workspace. The email address will be *firstnamelastname2029@eccrsd.us* (e.g. johnsmith2029@eccrsd.us). These email accounts should be used for all school communication. Along with email Google Apps will provide access to document storage through Google Drive. Each student will have 30GB of data allotted for their documents and work. Please be advised that Google Accounts are screened for hateful and hurtful speech through Social Sentinel.

e. ECCRSD Computer Account

Students will be provided an ECCRSD computer account which will allow them to login to district computers for work that cannot be completed on the DLE device. Also, students will be able to access email and documents from this computer account which have been stored in Google Drive.

f. iCloud

Since DLE iPads and accessories are mobile it is essential to take certain precautions to avoid catastrophic loss. When receiving a device, students will be instructed to log into an iCloud account, which we recommend is the same Apple ID that was discussed earlier. Upon logging in students will be asked to enable Backup and Find My iPad. These two services help protect against loss but do not prevent it. Backup will make a copy of the iPads and accessories data to iCloud which would allow, if need be, a replacement device to be setup and data to be restored. This allows for the least amount of downtime and setup to the student. Similarly, Find My iPad, allows the student to track down the device in real time permitted it is connected to a wireless network. This helps if the device is misplaced or potentially stolen. This service also locks the device to the student's Apple ID which renders it useless to anyone else attempting to use it.

g. Projection

Classrooms are equipped with Apple TVs so students can project their device screens directly to the projector. Students should use this capability with the permission of a teacher. Onscreen codes are required to use the Apple TVs. Students projecting their iPad without teacher permission will be disciplined.

h. Printing

iPads do not have any printing capabilities while on campus. If you have an AirPrint compatible printer at home, the device should be able to print to it - this is not a requirement of the DLE program and is not supported by the ERHS Technology department.

i. Social Networking

Use of social networking sites during class will be determined by your teacher. In addition, online chatting or video conferencing with classmates during class is dependent on teacher permission. Using FaceTime or messages at home can be useful for working with your peers, but can also sidetrack you from being productive. Agree on guidelines with your parents about how you might use

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these tools at home.

j. Legal Property

Students must comply with copyright laws and license agreements. If unsure, students should consult a teacher. Credit must be given to all sources used in a project, whether quoted or summarized. This includes all forms of media taken from the Internet—graphics, movies, music and text. Students deserve the opportunity to be an author and to respect the work of other authors. Copying other people's work, whether intentionally or unintentionally, is considered plagiarism and will result in a response from the school. If disciplinary action is deemed necessary, consequences to academic dishonesty are outlined in the discipline code found in the student handbook.

k. Security

You will be responsible for remembering several passwords for school and personal accounts. We recommend that you minimize the number of passwords you use, and never share these passwords with your peers. To meet minimum requirements for most accounts, make sure your password has a number, capital letter, a special character, and is at least 8 characters in length. We require that you lock your iPad with at least a four-digit screen-lock code. You may also choose to enable Touch ID. Share your screen-lock code with your parents, but do not share this information with your friends. Do not change it unless you feel it has been compromised. When you bring your iPad to the Technology Department for assistance, we may remove the passcode lock in order to diagnose an issue. If you need to change your password, tell your parents.

l. Safety

ECCRSD Technology Department has no way of activating your microphone or camera, and/or accessing your iPads and accessories data. As such, we require that you backup your device to iCloud or if space requires, a computer running iTunes. We also require Find My iPad to be enabled so that you can track down your device if need be. We have the ability to remotely wipe your device in the event it is misplaced and cannot be recovered.

VI.   Technical Support

Students who experience trouble with their device operating system, apps, peripheral iPads and accessories, or device hardware must follow these procedures to resolve the issue:
   a. Check the [Student KnowledgeBase](#) area on the school's website for frequently asked questions, troubleshooting tips and tricks, and tutorials.
   b. Seek assistance from your teacher, or if allowed, another student.
   c. Use the "Support Request" form to submit a help request.
   d. Make a "Walk-In" visit to the Technology Center in the morning prior to Period 1, during the Lunch and Lab period, or at the end of the school day.

e. Contact Apple's Technical Support Center or visit the Genius Bar in one of the Apple Stores.

* **NOTE**: If a device is physically damaged or non-functional from jailbreaking/rooting the software, then these issues are not covered by the manufacturer's 1 year limited warranty. In this case a fee would be applied depending on the issue. The cost of replacement is as follows in table 6.1.

Table 6.1 - Estimated Pricing for Not Covered/3+ Incidents

Device/Accessory	Maximum Fine
Damaged iPad	$284.05
Lost iPad	$331.55
Damaged/Lost Wall Charger	$19.00
Damaged/Lost Lightning Cable	$19.00
Damaged/Loss Case	$50.00

All pricing is subject to change in accordance with Apple's pricing structure.

* These items cannot typically be purchased at ECCRSD and may be purchased at the Apple Store. They may at times be available for purchase in the school store.

VII.   Optional iPad Damage Protection Plan

- Optional iPad Damage Protection is provided through the Eastern Camden County Regional School District annually for student- issued iPads for an upfront cost of $51.80 per year, plus a $31.25 deductible fee per incident (maximum of two incidents per year). The year is defined as September 2, 2025 to September 30, 2026.
- Damage protection may be purchased between August 20, 2025 and September 30, 2025.
- iPads for students in the Classes of 2026, 2027, and 2028 will be evaluated prior to being offered the Optional iPad Damage Protection to ensure that the iPad was not

damaged prior to the purchase of the plan.
● The damage protection plan protects against accidental damage. Please note, catastrophic damage, theft, and loss are not covered.
● The Optional iPad Damage Protection covers a maximum of two incidents per year with a $31.25 deductible fee for each incident. Any additional incidents are subject to repair costs and fines listed below in the "Table of Estimated Pricing for Not Covered/Uninsured/ 3+ Incidents".
● Students receiving free and/or reduced lunch would pay the $31.25 deductible for each incident with a maximum of two incidents per year.
● **[Click here](#) to purchase the Optional iPad Damage Protection**

Table 7.1 – ECCRSD Optional iPad Damage Protection Plan

What is Covered (2 Incidents per year)	What is not Covered
Accidental Damage (drops/spills)	Intentional Damage
Power Surge by Lightning	Lost Equipment
Fire	Theft
Flood	Government Seizure
Manufacturer's Defect	
Liquid Submersion	