

iPad Handbook for Students and Parents



Holland Christian Schools



Elementary Vision for Mobile Technology

Education in the 21st Century is a dynamically changing environment. Beyond the foundational curriculum specific skills, in this competitive global environment students need to be able to utilize technology resources. We must inspire creativity, critical thinking, collaboration and communication, so students are ready to meet the Holland Christian Schools' mission of "Equipping Minds and Nurturing Hearts to Transform the World for Jesus Christ."

We believe the use of Mobile Technology coupled with personalized teaching strategies will change the way students connect, communicate and collaborate within their learning environment and beyond. Mobile technology will provide the advantage of extending learning beyond the traditional time and space constraints.

We believe through the guidance of our faculty, our students will use mobile technology to enhance their learning in the following ways:

- Students will create a positive digital footprint to impact the world for Jesus Christ.
- Students will navigate the digital waters with Christian discernment.
- Students will learn in a personalized learning environment.
- Students will employ powerful communication skills to share and extend their learning.
- Students will gain understanding of cultural and societal issues associated with technology

Accessibility to mobile technology is essential for students and teachers. In the "Elementary Mobile Technology Initiative" each student in grades K-4 will have a personal mobile device to use for their learning. The iPad is the mobile device that is accessible, media rich, creative, collaborative, and connected. We believe an iPad in the hands of each student can powerfully assist in the development of "Equipping minds and nurturing hearts to impact the world for Jesus Christ."

Technology and Instructional Goals

Goal I: Each student, guided by a teacher, will create a positive digital footprint to impact the world for Jesus Christ.

- Students will learn and respect the human, cultural, and societal aspects related to using technology.
- Students will demonstrate appropriate legal, ethical, and discerning Christian behavior while using technology.
- Students develop ePortfolios to share and reflect on their learning with others.

Goal II: Learning environments will be personalized to meet the needs of our students to support their God given talents.

- Provide adaptable software to meet student needs.
- Provide equal access through mobile technology which will provide a rich and vibrant learning environment.
- Provide multiple learning experiences both online and face to face.
- Provide staff development to our faculty in the following areas:
 - Utilize technology to support the writing process at all levels.
 - Incorporate multiple assessments to support student learning.
 - Personalized coaching sessions to support technology needs.

Goal III: All members of the Holland Christian School community will utilize their technology to extend learning beyond the walls of Holland Christian.

- Share learning opportunities and projects with others beyond our classroom.
- Provide global learning opportunities linked to the aligned curriculum.
- Expand and enhance communication to the greater community (home/school, school/school, teacher/teacher, teacher/student) to support learning.

Dear Parents,

Your child's class is participating in K-4 Elementary Mobile Technology at Holland Christian. While in class your child will be assigned an iPad, a Google Apps account, and a student portfolio. These are tools that will enhance the learning process in the classroom.

The iPad assigned to your child will only be used at school and not taken home. Charging carts are setup in the room to charge the iPads at school so they will be ready for their next use. Teachers in conjunction with the technology team will maintain and sync apps on the iPads. Students can bring app suggestions to the teacher but teachers will decide what apps are loaded on the students iPads.



Included in this packet is the "Web 2.0 Permission Form" and "Holland Christian Schools Elementary Technology Honor Code" that we ask you to review and complete for your child to take full advantage of using the iPad in the classroom.

Student Google Apps accounts and student portfolios can be accessed from home if you have a computer with Internet. Students will be given the usernames and passwords sometime in the next few weeks of school. We are asking for your help with student Google Apps accounts. In order to allow student use from home it will be important that you monitor and are aware of who your child is emailing, and who they are receiving email from. At this time teachers are not allowing students in class to email anyone other than the students in the class, you the parent, and the teacher. As the year progresses we will see how things go and decide about adding others to this small list such as grandparents, aunts, uncles, brothers, and sisters. If a student receives an email from someone outside of the allowed list the student will be instructed not to open it and to show a parent or teacher. We will continue to educate students on how to handle these situations as they arise.



As for the portfolio, each student will have their own Evernote account. This account will be accessible from home, but students will need to log-in to see their account as a security measure. Evernote will be used as a way to showcase student work and to keep parents involved in what is being taught in the classroom. Evernote can be accessed through a web browser at <http://www.evernote.com>, or iOS, and Android apps. You will be receiving login information soon.

Web addresses related to iPads at HC:

- [Web 2.0 Permission Form](#)
- [Holland Christian Technology Honor Code Elementary](#)
- List of iPad Apps on Student iPads - <http://goo.gl/qiabF>
- HC iPad User Group - <http://walden.hollandchristian.org/groups/hcipadusergroup/>
- Google Apps Account Login - <http://mail.google.com>

Thank you again for making this a safe and exciting year. Some of the things we are doing in the classroom have never been done before and we will learn as we go. Please keep us informed as to how you think we can make this a strong learning experience and a safe one for kids.

If you have any questions please call 820-2805 or email dvos@hollandchristian.org.

Holland Christian Schools Elementary Technology Honor Code

Our world belongs to God, and to that end students are expected to apply Holland Christian Schools' Technology Honor Code to all activities, including those involving the use of school computers, mobile devices, computer peripherals, and network, whether accessing them on campus or off campus. As we "equip minds and nurture hearts" at HCS, our hope is that technology will be one tool that can be used to "transform the world for Jesus Christ." This Honor Code lays the foundation for the positive, honorable, use of technology.

Examples of the types of technology-related activities that affirm our Honor Code are listed below. Any questions about the application of the Honor Code to technology should be directed to your principal, building technology support person, or iFit team member..

Using technology honorably includes:

- Using computers, software, and other information resources to support learning, complete school assignments, and gain a better understanding of information technologies and their applications.
- Using the Internet to gather information related to school, and to communicate with other students, teachers, and experts to help in school work.
- Providing appropriate credit for any materials gathered using information technology.
- Using technology to collaborate with students and teachers.
- Seeking permission to record or photograph classroom presentations and activities.
- Respecting and encouraging each other online through words and media.
- Using technology in a way that enhances HCS' Christian Respect and Dignity Policy.
- Using God honoring language in online communications.
- Representing your own views, and not those of others, in any form of electronic communication.
- Owning your mistakes.
- Respecting the privacy of other computer accounts.
- Respecting your personal contact information and that of others.
- Respecting the registration policies of age-restricted online services (e.g., Facebook, MySpace).
- Speaking with an adult you trust should you receive a message that is inappropriate or makes you feel uncomfortable.
- Respecting that network bandwidth, server disk space, and printer paper and toner are shared and limited resources.
- Supporting and respecting the school's computer security systems.
- Using technology to transform the world for Jesus Christ.

Violations of the above standards may result in the following consequences, depending upon the violation:

- Discussion about incident with student(s) involved.
- Meeting with parents, teacher, and principal.
- Loss of use of the technology for a designated time.

I understand and agree to the provisions and conditions of this Honor Code. As a parent I grant permission for my son or daughter to use technology services (Google Apps, school email, etc.) at Holland Christian. Both student and parent must sign and return this form to their school teacher..

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Web 2.0 Permission Form

It is important in today's world for students to create positive digital footprints to impact the world for Jesus Christ. One way to see positive digital footprints is through eportfolios, web 2.0 tools, and online tools as a space for students to share and reflect on their learning. This means that students may be asked to participate in a variety of interactive online programs such as Google Apps for Education, Weblogs, Evernote, Wikis, Podcasts, Content specific apps and sites and/or Course Management software, among others.

- Google Apps for Education is a suite of free, web-based programs that includes email, document creation, shared calendars, and collaboration tools.
- A Weblog, or "blog," is a type of Web page that can be created and updated using a Web browser.
- Evernote a tool for capturing work and having access to it from many different devices.
- A Wiki comes from the Hawaiian term meaning "quick." Through this program students will write and edit a series of articles.¹
- Podcasts are audio media files that can be accessed by computers or portable devices.
- Content specific apps and sites include sites like Discovery, BrainPop, etc.
- Course management software allows for discussions, interactive tests and content delivery.

All of these tools are Web based. Students may want to work on these tools outside of class. All that is required is an Internet connection and a web browser. Students may use a laptop, mobile device, home computer, etc to post to these Web 2.0 tools.

How it Works

Each student will have their own Evernote account, found at evernote.com. Students will also have their own email address assigned and maintained through the school.

During the school year, students may be asked to write responses in Google Apps, or on a Weblog (Blog) or Evernote, create or edit an article on a Wiki, create a sound file for a Podcast, or respond to topics in Moodle, or use other online tools approved by the teacher.

Having an authentic audience is one of the key components to using these tools. In addition to receiving comments from their classmates, students will receive comments from other classes who visit their blogs. Parents are also invited to visit the blogs and respond.

Security

Teachers will make every effort to ensure appropriate content and behavior on the online services used in class. For privacy, no personal information will be included. Students will be identified only by first name and the first initial of their last name. Students are allowed to post their ideas and opinions, but not their age, email address, or other sensitive information. While several of these programs are password protected, it is possible that people from outside our school may have access to the work our students are doing. These Web 2.0 tools are an extension of the classroom, and appropriate behavior will be expected.

¹ Richardson, Will. [Blogs, Wikis, Podcasts, and Other Powerfull Web Tools for Classrooms](#). Corwin Press, Thousand Oaks, CA, 2006.

Web 2.0 Tools (ie: Google Apps/Blogging/Wiki/Podcast/Moodle) Terms and Conditions

Before a student may start using Web 2.0 tools and posting to school Google Apps, Weblogs, Evernote, Wikis, Podcasts, or Moodle, we are asking parent(s)/guardian(s) and students to discuss, sign and turn in the following form.

1. Students accessing or using Web 2.0 tools per teacher assignment are required to keep personal information out of their postings. Students will not post or give out their family name, password, user name, email address, home address, school name, or other information that could help someone locate or contact them in person.
2. Students using Web 2.0 tools will not share their user name or password with anyone other than their teachers and parents.
3. Students will not log in as another classmate.
4. Students using Web 2.0 tools will treat these tools as a classroom space. Content used in Web 2.0 tools should be appropriate and God honoring. Students are expected to treat others and their ideas online with respect.
5. Work done on Web 2.0 tools is to be the students own work. Credit needs to be given to work used from other people.
6. Students use of the Internet, in connection with teacher assignments, should be God honoring and not harass, discriminate or threaten the safety of others. If students receive a comment on a Web 2.0 tool used in school that makes them feel uncomfortable or is not respectful, they must report this to a teacher, and must not respond to the comment.
7. Violation of the above guidelines may result in the following consequences:
 - Discussion about incident with student(s) involved.
 - Meeting with parents, teacher, and principal.
 - Loss of use of the technology for a designated time.

I have read and understood the policies regarding these Web 2.0 activities.

Student signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____