AMERICAN INTERNATIONAL SCHOOL IN CYPRUS

AIS CYPRUS

Inspiring students to become lifelong learners

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Middle States Association of Schools and Colleges, USA,
and Council of International Schools, the Netherlands

AISC iPad Program Handbook, Grades 1 - 6

American International School in Cyprus   **For Students and Parents**

Adopted 21 June 2018

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AISC iPad Program, Grades 1-6

The policies, procedures and information within this document apply to all computers and electronic devices used at AISC. Teachers may set additional classroom rules in their classrooms. Students of grade 1 through 6 will be provided with a personalized school-owned iPad in order to enhance understanding, increase learning, and be better prepared for the 21st Century. The iPad will be purchased by the school and will be used as an educational tool during classes and study halls. iPads will remain at school at all times. Laptops are not permitted in school for students from grade 1 through 6.

iPad PROGRAM FREQUENTLY ASKED QUESTIONS AND ANSWERS

1. In which grades does the iPad program apply?

The program applies to grades 1-6. Students in KG5 may share iPads with grade 1, as needed.

2. What is the cost to families for the iPad program?

There is no cost to students for the iPads unless lost or damaged. The iPads remain the property of AISC.

3. Do students use an iPad in all classes?

AISC teachers have the discretion of allowing or not allowing the use of iPads during instructional time. The versatility of the iPad's touch screen and built in keyboard make it an ideal tool for all subjects, from art to math to music to languages.

When teachers permit the use of electronic devices, students must adhere to School's policies, use the devices for educational purposes only, and must not cause a distraction or disruption to the learning environment.

4. May students login on the iPads using their own Apple ID?

For security purposes, we have disabled logging on the iPads by students with a personal Apple ID.

5. Tool for learning or too much distraction? - YouTube & Games

Technology as a potential distraction is a reality for today's youth. Our staff have ongoing discussions about the need to teach students to use technology responsibly. That important learning must happen both at school and at home, so that our students learn how to effectively handle distractions when they are on their own.

Many school use YouTube as an instructional tool. However, there are many implications of opening YouTube to student iPad users. At AISC, students cannot access YouTube from their iPads. If necessary, parents and/or teachers may consider using alternatives like Edpuzzle for viewing Youtube and other videos on the iPads.

It is also important to note that games are not available on our iPads. However, please be aware that they are available on the web, and can be easily accessed by students from any desktop computer or cell phone. Educational games may also be downloaded for classroom use.

Teachers use a number of strategies to make sure students are engaged and on task while they are in class. This is an ongoing issue to monitor. We have seen students doodle in electronic ink, just as we see them doodling on paper. But, we see fewer distractions when students have the technology in hand with an engaging lesson than when they are taking notes on a lecture.

6. How will students save their work?

Students use Office365 school account and use Office 365 OneDrive storage with their iPad. A hierarchical folder structure will be available for all students to use.

7. Will the wireless network handle all of these devices?

Yes. The school wireless networks have grown with the program to meet speed and capacity needs. All students may access the wireless network to use their iPads. The wireless network has the same filters the student computer network has and all School policies apply to use of the wireless network.

8. What if students are experiencing technical issues?

When technical issues arise, teachers understand and students are not penalized. Teachers do not prohibit students from completing assignments on paper. IT staff and classroom teachers are happy to meet individually with students to help troubleshoot technical issues. Occasionally, a student may need to drop off the iPad during the day, but since all work is saved on OneDrive, there should be no disruption to accessing work.

An important life skill for students is to learn to save and back-up work (on a desktop or other device). Using cloud storage, iPad students specifically back up their work on OneDrive. Students have received instruction on this process and teachers remind students the importance of doing so frequently.

9. Will the iPads be taken home?

No. iPads stay in the grades 1-5 classrooms and in the specified charging cabinet for grade 6. In grade 6, iPads will be checked out first thing each morning and returned at the end of each school day.

10. What are the AISC filtering systems in place?

AISC uses website filtering, a firewall, email spam filter, and a malware blocker in order to protect our students against illicit or malicious websites and inappropriate content. While every effort is made to protect our students and our systems, we cannot guarantee 100% protection against online threats. Additionally, we must rely on our parent community to work with us in partnership to be diligent about protecting our children and our systems.

STUDENT ACCEPTABLE USE POLICY

The use of technology resources (personal or school-owned) within the school premises is a privilege, not a right.

Students found to have engaged in prohibited activities or who use a device in such a way as to violate School rules and regulations will be subject to disciplinary actions – as outlined in the Standards of Conduct for Students, as outlined in the AISC Family Handbook.

> In school, you might be provided with school owned technology resources (for example lab computers, printers, iPads, cameras, headphones etc.), only for educational purposes and use. Treat school-owned technologies with care. Always remember that someone else will be using it after you.

ACCEPTABLE USE POLICY FOR iPAD PROGRAM

Student-friendly version – for full version, see AISC Family Handbook

General Guidelines	Communication and File Management	Safety & Security
You may not play games, load or download any software, music, pictures, etc. on the iPad or any other device during class time, except if the teacher allows it for a specific project/task.	Practice good digital citizenship at all times. You are expected to behave properly when interacting online. Your expected behavior is no different than proper behavior in all other aspects of school life and activities.	You are responsible for your iPad when it is checked out to you during the school day, as well as other devices you hold in school. Keep them stored and locked when not in use.
Any attempt to change the settings of an iPad, files, or password of another student is not allowed.	You may not send, display, or store data that is rude, offensive, hate-based, inappropriate for your age or that could be taken as harassing to others.	If you unintentionally access a web site that contains inappropriate or offensive material, or something that just doesn't feel right immediately report it to your teacher.
AISC is not held responsible for any damaged, broken, lost or stolen personal device and laptop.	Do not send mass e-mails, offensive messages, or spam which can also be considered as an act of cyberbullying.	You cannot take pictures or reuse personal data and information without permission from the other person.
Plagiarism is a violation of AISC school policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.	No private chatting or emailing during class without the teacher's permission.	Do not reveal your full name, phone, address, IDs, password or passwords to anyone online even if you think you know him well.
Using an iPad for gaming is never allowed at school unless the gaming is supervised by a teacher and is part of an educational program or after-school activity.	It is your responsibility to make sure that your files are saved on Office365 OneDrive.	You may not engage in any form of "hacking" while using a computer/device inside and outside school.
	Remember that storage is not guaranteed to be private or confidential.	Bypassing or attempting to bypass the schools filtering software to access filtered sites is strictly forbidden.
	Be an "upstander" in case that you suspect or know of a cyberbullying activity. Report it to your teacher or school principal. The Beat Bullying Policy in the family handbook fully applies to cyberbullying.	

ACCEPTABLE USE OF IPADS FORM TO BE SIGNED BY STUDENT/PARENT

Statements - As a student I accept that...

1. I am focused and on task when using technology.
2. I respect others in my online collaboration and communication.
3. I am responsible for the technology in my care.
4. I use technology to enhance my social relationships.
5. I keep my private information secure.
6. I use technology for appropriate purposes.
7. I respect the privacy of others.
8. I give credit to ideas that are not mine.
9. I think before I post.

Student Pledge for iPad Use

I will take good care of my iPad.

I will not use my iPad in a distracting or disrupting way.

I will never leave my iPad unattended.

I will know where my iPad is at all times.

I will make sure that my iPad is daily charged and returned to the iPad charging cabinet.

I will keep food and beverages away from my iPad since they may cause damage to it.

I will not disassemble any part of my iPad or attempt any repairs.

I will protect my iPad by only carrying it in case.

I will use my iPad in ways that are appropriate and educational.

I will be responsible for all damage or loss caused by neglect or abuse.

I agree to the stipulations set forth in this document including the Acceptable Use Policy in the Family Handbook and the Student Pledge for iPad Use.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____