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# Introduction

Welcome to Hillview Middle School! We are a 1:1 iPad school. This means that every student is issued a school iPad, owned by Menlo Park City School District (MPCSD). In this handbook, you'll find important information about your iPad and how to appropriately use it for academic purposes. Use of the school iPad is a privilege and carries responsibilities and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the District Technology Acceptable Use Agreement and the Hillview Middle School Parent and Student Handbook.

## iPad Basics

**Your iPad:** Your school-issued device is a 10 inch iPad, 5th or 6th Generation. It is owned by the Menlo Park City School District and its contents may be monitored by MPCSD.

**Your iPad case:** Your iPad comes with a case to protect the iPad from accidental and/or intentional damage. Your case has a kickstand on the back to allow you to rest it up and view it like a monitor. It also has a shield (a screen protector as part of the case) which protects the glass from damage. The screen protector can be scratched, so be sure to store your iPad in a safe location when carrying it in a bag or backpack to minimize damage to the shield. Keep your iPad in its school issued case at all times and do not add stickers or other markings either on the case or under it.

**Your iPad accessories:** With your iPad, you received an Apple charging block and an Apple charging cable. These two accessories are property of MPCSD. Please keep good care of both your charging block and charging cable. These are to be returned at the end of each school year, when you return your iPad for summer updates.

**Charging your iPad:** In order to participate fully in school, your iPad needs a full battery each day. Always charge your battery using only your school-issued charging block and charging cable to maintain a full charge. When plugging in your charging cable, do not force the cable into the iPad.

**Caring for your iPad:** Your iPad is fragile and should be treated gently. Your screen is susceptible to damage and is protected by a shield within the case. However, iPad screens can be fragile and need particular care. Do not:

- lean on the screen
- stack books or other heavy objects on the iPad
- hit the iPad against walls, doors, people, or other objects
- place the iPad in a backpack or bookbag then hit or drop the backpack or book bag
- place liquids (water bottles, etc) in a bookbag or backpack with the iPad
- use pens, pencils or other objects on the screen or the shield to vandalize it.

**When you are not using the iPad:** Store your iPad in the same place in your home every day when you are finished using it. As with any electronic device, iPads can be a distraction. To maintain healthy iPad habits, our expert recommendation is that student iPads are stored in a family area of the home and not used right before bedtime. We also recommend that families discuss and create iPad norms and structures at home and for this purpose, we provide this [Common Sense Media Family Device Contract](#).

## Keeping your iPad Safe

**iPad security:** Your iPad has an individual 4 digit passcode assigned to you. DO NOT share this passcode with anyone else to protect the information on your iPad. Your iPad also has both a district asset tag sticker and a Hillview identification sticker. Do not remove these stickers.

**At school:** When at school, always use your iPad in responsible ways, ensuring it is not damaged. To prevent damage, never throw your backpack or bookbag with your iPad in it, never step on your backpack or bookbag, or step on anyone else's. To prevent iPad theft, never leave your iPad in an unsupervised area like a restroom or lying on a lunch table.

**At home:** When not at school, keep the iPad safe at all times. Don't leave your iPad or backpack/bookbag with your iPad in it in your car or anyplace else. Do not lend it to anyone else, as you are responsible for the care and security of your iPad.

**Travel and Your iPad:** While on vacation, please leave your school iPad at home. Much of our iPad loss or theft happens while families are traveling or on vacation. iPads should never travel out of the country. Please contact Associate Principal Danielle O'Brien at [dobrien@mpcsd.org](mailto:dobrien@mpcsd.org) with any questions.

## Using the iPad for School

**Battery life:** Be sure your battery is fully charged each day so that you are prepared to fully participate in school activities. If fully charged, your battery should last for a typical school day.

**Lock Screen protocols:** For identification purposes, all students must follow the Hillview lock screen protocols at all times. On your lock screen, include a photo of yourself, your first and last name, and your academy name. When on campus, periodic lock screen checks will occur.

**Saving work:** In most apps, your work is automatically saved (think GoogleDocs). In some apps, including Notability, you are prompted to create files and folders to save your work. For more information on how to auto-backup on Notability, please refer [here](#).

**Printing:** You can print from your iPad at school easily, as all school iPads are connected to our network printers. You can also print at home directly from your iPad with an AirPrint capable printer. For more information on printing from your iPad, please see the [Hillview iPad and Tech Support](#) website.

**iPad Updates:** Usually iPad updates will be blocked. At times, this will be opened for students to update their own iPads. Only apply iOS updates when directed by teachers or staff.

**Schoology:** Schoology is our Learning Management System - the platform that both teachers and students use to communicate about all things school. All class information, including assignments and due dates, is found in Schoology. The Schoology app is already downloaded on your iPad and can be found in Self-Service. The app has limited functionality, so we recommend using a web browser. Navigate to [mpcsd.schoology.com](http://mpcsd.schoology.com)

**PowerSchool:** PowerSchool is our official records site. Here, we monitor student attendance and student progress. In PowerSchool, you can view your grades and your attendance for all of your classes. The PowerSchool app can be installed from Self-Service; however, the functionality is minimal. For a more detailed experience, use a web browser and navigate to [mpcsd.powerschool.com](http://mpcsd.powerschool.com).

**School email:** Each student is assigned a school email account through their Google Apps for Education account. These school email accounts are not private, and are monitored by the school. Students should use their school email accounts for school purposes only. Email can be accessed via their iPad and any other digital device (using a browser) since they are gmail accounts. These email accounts only remain active for the years you are enrolled at Hillview Middle School and MPCSD.

**“Device Free” time:** In order to promote positive interactions with peers and to limit the screen time of students, brunch and lunch at Hillview are “Device Free.” This means that at brunch and lunch, students take a break from their iPads and connect with others without technology. During Distance Learning, we also recommend that students take regular breaks away from screens.

**iPad “Off Hours”:** In order to promote healthy habits, internet access on student iPads is turned off each night between 10 pm and 5 am. Internet access is also turned off over all breaks from school, including Thanksgiving, Winter Break, and Spring Break.

## Using the iPad at Home

**The Proxy:** The proxy is our internet content filter that ensures students cannot access inappropriate material. If you are experiencing trouble connecting at home due to the proxy, please see the [Hillview iPad and Tech Support](#) website for assistance.

**Distance Learning:** This year, like last spring, we will be in distance learning for at least part of the school year. Your school iPad is an integral part of distance learning and it is especially important to keep your iPad in excellent working condition.

**Zoom/online classroom etiquette:** As all of our classes during distance learning will be conducted via Zoom, we have particular expectations of students in order to provide a safe and effective learning environment. For more information, see the [Distance and Hybrid Learning Student and Parent Handbook](#). *Zoom expectations for students are as follows:*

- Log in on time
- Cameras are turned on, facing the student
- Muted on entry
- Student's first and last names are displayed
- Students should be seated in an area conducive to learning
- Dress for Success norms still apply on Zoom calls (no clothing with profanity, drug paraphernalia, nudity, etc.)
- Students (not parents, pets, etc.) should be the only ones on screen and attending class sessions. (If parents have questions to ask teachers about their syllabi, assignments, etc., that should be done through messaging via Schoology outside of class time.)
- All behavior while on Zoom will be school appropriate, respectful, and collaborative. Hillview staff will follow a progressive discipline model of redirection when students do not meet these expectations. These redirections include: teacher/parent phone calls and/or conferences, and referral to the Assistant Principal for serious violations.

## Apps on the iPad

**Self Service:** Students do not have an Apple ID, nor do they have access to the App Store. Student iPads can only load apps that have been approved by Hillview Middle School and MPCSD. These apps are listed in Self Service. Students can install any app from Self Service.

**App list:** Our current list of apps available in self service that may be used for academic purposes is listed on our website and updated annually. See the full list [here](#).

## Expectations for Using the iPad

### Students

**Responsible Use of your iPad:** All students are expected to use the iPad for school purposes. Your school iPad is an academic tool. Please see the list below regarding responsible use of your iPad:

- When in class, the iPad is only used at the discretion of the teacher. While on Zoom

- or during distance learning, the iPad is only used as the teacher recommends
- Students must use the iPad in accordance with the Hillview Middle School [Parent and Student Hybrid and Distance Learning Handbook](#), and the [Hillview Academic Integrity Policy](#) at all times
  - When using the iPad, students will be on topic at all times
  - Teachers may require students to use photography and videography with the iPad camera for school purposes. For privacy purposes, photos or videos of anyone else are ONLY allowed with permission of the subject
  - Students will neither sync the MPCSD iPad with any non-MPCSD computer, nor download any personal apps to the iPad
  - Students will not modify any preconfigured MPCSD settings and restrictions, unless specifically given instructions to do so by Hillview or MPCSD staff
  - Use of iPads or any other electronic devices is NEVER permitted in locker rooms or restrooms
  - Students will not access, post, submit, publish, display, or transmit inappropriate material that is threatening, obscene, disruptive, sexually explicit, or that could be considered as harassment or belittling of others
  - Students will not clear their browsing history at any time or enable the “Private/Incognito” function of the web browser. If a student accidentally accesses inappropriate content, she/he should contact an adult immediately
  - AirDrop should stay turned off on student iPads. Unwanted “airdropping” is never appropriate iPad behavior. Only access AirDrop when instructed by teachers.

#### **Cleaning of your iPad:**

- Before cleaning your iPad, shut down the iPad and disconnect from power.
- For daily cleaning, use a damp, lint-free cloth to clean the device’s exterior. Avoid getting moisture in any openings. DO NOT spray liquid directly on any electronic device.
- In light of COVID-19, you can use Clorox Disinfecting Wipes or Lysol Disinfecting Wipes to clean your iPad. See [this article](#) for more information.

#### **Parents**

**Family Agreements Around Technology and Media Use:** Common Sense Media is an excellent information source for parents regarding technology and media use among children and teens. We strongly recommend looking through the parent section of their website. As your child has a school issued iPad, it is important to discuss the role media and technology will play in your family. The [Common Sense Media Family Media Agreement](#) includes key ideas to start this conversation. We also recommend that families discuss and create iPad norms and structures at home and for this purpose, we provide this [Common Sense Media Family Device Contract](#).

## **Digital Citizenship**

**Digital Citizenship Plan:** Hillview is committed to student digital citizenship and media

literacy. Students in MPCSD have had digital citizenship lessons each year and these continue at Hillview through schoolwide lessons. We emphasize Media Literacy with a 6th grade elective class and with library research projects led by our teacher librarian, a media literacy specialist.

## Student Data Privacy and Internet Safety

**iPad content privacy:** Your iPad's content is not private. iPads are the property of Hillview Middle School and MPCSD. If necessary, district staff members can access the internet history, photos, and other information on the iPad. Students should unlock the iPad when asked by school staff. Failure to do so may result in behavior consequences aligned with classroom and school discipline procedures.

**Internet Safety:** The Internet provides access to educational resources and opportunities for personal growth, as well as entertainment. As an educational tool, users can learn about virtually any topic. However, the Internet also contains content not appropriate for children.

The Menlo Park City School District will continue to take every step possible to expand the learning opportunities for students within a safe and nurturing environment. Middle school teachers will continue to use age-appropriate sites and monitor students' Internet access while at school. Menlo Park City School District will block inappropriate sites at school, and allow us to track what sites a student has gone to on their own. It also allows the District to filter inappropriate sites when students connect to the Internet at home or elsewhere.

***Internet safety note for parents:*** *The best way to ensure your child is having positive online learning experiences is to stay in touch with what she/he is doing. Regularly discuss with your child the sites she/he is accessing and review content found on web browsers, not just on the school iPad, but on all devices your child accesses.*

**Student Data Privacy:** Menlo Park City School District is committed to protecting student data in accordance with the Family Educational Rights and Privacy Act (FERPA), Children's Online Privacy Protection Act (COPPA), Children's Internet Privacy Act (CIPA) and California Consumer Privacy Act of 2018 (CCPA) is in effect. This comprehensive law protects the personal information of all California residents collected by any company doing business in the state of California. Menlo Park City School District collects personally identifiable information for the purposes of school and district operations, only providing received data to parties within the district authorized to access the material. For more information please visit the District [website](#)

## Damaged and Lost/Stolen iPads

**iPad insurance:** Menlo Park City School District self-insures its district technology devices. We recommend that all families purchase optional iPad insurance to cover damage to the

iPad. iPad insurance is \$35 and can be purchased [here](#). You can also find information to purchase iPad insurance on the [Hillview website](#). Insurance covers damage or loss of the iPad, but does not cover damage or loss of accessories or the iPad case.

**Damaged/Lost/Stolen devices and fees:** Students are responsible for the care and safety of their iPads. We assume there will be normal wear and tear to an iPad over the course of the school year. If an iPad is damaged beyond normal wear and tear, students and their families are responsible for the cost of replacement.

	Fees with insurance:	Fees without insurance:
Lost/Stolen iPad	\$0	\$400
Shattered/damaged screen	\$0	\$195

**Damaged or lost accessories and fees:** Students are responsible for the care and safety of their accessories as well. We assume there will be normal wear and tear to an iPad over the course of the school year. If iPad accessories are damaged beyond normal wear and tear, students and their families are responsible for the cost of replacement. iPad insurance does not cover accessories. Replacement costs are as follows:

- Charging Block: \$20
- Charging Cable: \$20
- iPad case: \$40
- iPad case shield: \$20
- Logitech Keyboard: \$37

## Consequences for Inappropriate Behavior

**iPad infractions:** Any misuse or inappropriate use of the iPad – *including downloading apps not approved by the school* - will result in a response from the school. Response to misuse is generally progressive in nature, but may include consequences deemed appropriate by Hillview staff.

- **1st infraction:** An iPad incident is logged, and the student is reminded of appropriate use and the important information in this handbook.
- **2nd infraction:** For a second iPad incident, the teacher and/or Academy team will communicate with parents that the student has been issued a second iPad infraction. The conversation will involve revisiting student expectations and a reminder that iPads are academic tools, and not toys.
- **3rd infraction:** A third iPad incident results in a referral to Associate Principal. This referral will also include a call home to the parent(s) detailing the incident and

a review of other iPad infractions and responses. The student will meet with the Associate Principal and complete a reflection session.

- **4th infraction:** A fourth iPad incident earns the student *Restricted iPad Use*, which means the iPad may not be taken home for an amount of time to be determined by teachers, parents, and the Associate Principal. An individual Restricted iPad Use contract will be created with partnership between Associate Principal, teachers, student, and parents.
- **5th infraction:** A fifth incident will earn the student a *Limited Use Only Contract*. With a Limited Use Only contract, the iPad remains at school with a plan for use determined by the Associate Principal teachers, student, and parents. The student will be given other avenues to complete his or her schoolwork. Student and parents will partner with teachers and administration on a plan for returning the iPad to the student.

## iPad Tech Support

**Troubleshooting tips:** *Before seeking tech support*, use the [Hillview iPad and Tech Support](#) section on the Hillview website to see if you can troubleshoot the issue with your iPad. There are many suggested tips here to quickly help you solve common problems.

### Off-campus tech support:

**Off campus tech support:** If you are at home and need tech support, please go to the [Hillview iPad and Tech Support](#) section on the Hillview website. If your problem is not solved using the troubleshooting tips, complete an [iPad tech request form](#).

### On-campus tech support:

**Hardware or proxy/internet access issues:** Mr. Benelli, our iPad technician, is available for tech support in the library at brunch on Mondays and Wednesdays. These dates and times are subject to change. You can contact Mr. Benelli at [bbenelli@mpcsd.org](mailto:bbenelli@mpcsd.org).

**Schoology or PowerSchool:** If you are unable to log in or access Schoology or PowerSchool, see Mrs. O'Brien in the office before school or at brunch or lunch. You can contact Mrs. O'Brien at [dobrien@mpcsd.org](mailto:dobrien@mpcsd.org)

**App support:** If you need assistance with apps on your iPad, see Mr. Doroquez in room G2 at brunch. You can contact Mr. Doroquez at [mdoroquez@mpcsd.org](mailto:mdoroquez@mpcsd.org).

# Important Documents

**MPCSD Board Policies regarding student technology use:** The Menlo Park City School District Board of Education has adopted policies regarding student use of technology. Please read through the important documents below:

- [6163.4 AR Student Use of Technology and Acceptable Use Policy](#)
- [6163.4 BP Student Use of Technology](#)

**Google Apps for Education:** As part of our suite of digital learning resources, MPCSD provides a Google Apps For Education account to all Hillview students which includes, among other features, a district moderated Gmail account within our “@mpcsd.org” domain and a Google Drive account. Please see the important document below:

- [Google Apps for Education \(GAFE\)](#)

# iPad Handbook Signature Page

## MPCSD Technology Acceptable Use Agreement

My signature below indicates I have read and discussed with my child the Menlo Park City School District Board Policy and Technology Acceptable Use Agreement. I understand that District technological resources are meant to be used for educational purposes only and I understand the consequences of misuse of technology and internet access.

As the parent/guardian of the student named below, I agree to allow my child access to technology and the internet services of the Menlo Park City School District. Further, I agree to release and hold harmless the Menlo Park City School District and its officers, Board Members, employees and agents from and against any and all liability, loss, expense, or claim for injury or damages students may have arising from the use of the district's technological resources.

_____ Parent/Guardian Signature	_____ Parent/Guardian Name (Print)
_____ Student Signature	_____ Student Name (Print)
_____ Student Grade	_____ Date

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## Hillview iPad Handbook Signature Page:

I, \_\_\_\_\_, have discussed the contents of the Hillview Middle  
Student Name (Print)

School 1:1 iPad Handbook with my parents/guardians. I understand that the iPad issued to me by the Menlo Park City School District is a tool to be used in support of my learning and that I must show good judgement and responsibility in the use of my iPad.

I have read and agree to the guidelines above describing the proper care, safety, security, and use of my iPad. Furthermore, I understand that if I do not follow these guidelines, I am subject to the consequences described above, including the possible loss of privilege of using my school-issued iPad.

I also have read MPCSD's Google Apps For Education Notification, and by signing below, my parents/guardians consent for me to be issued a Google Apps for Education account to enhance my learning experience. MPCSD will provide personal identifying information to Google, consisting of first name, last name, email address, and username for the purposes of establishing this account and MPCSD will provide this same information to the operators of any additional web-based educational programs and services which MPCSD may add during the upcoming academic year. I understand that MPCSD will do everything it can to keep me safe and that my parents/guardians will partner and work together with the district to appropriately monitor and guide me.

I understand that if there is a problem with the iPad's functionality or something doesn't work, I will first seek help from a teacher or a peer, and if that doesn't work, I will check the Hillview iPad and Tech Support website. If I still can't fix the issue, I will complete a Hillview iPad Tech Request form found on the Hillview iPad and Tech Support website. When I complete this form, I will give truthful and detailed information about my issue so it can be resolved as quickly as possible. I am aware that a copy of this form may be sent to my parents/guardians.

My signature below indicates that I have read and understood the information in the Hillview 1:1 iPad Handbook.

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Parent/Guardian Signature

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Parent/Guardian Name (Print)

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Student Signature

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Student Name (Print)

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Student Grade

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Date