

Dear Parent of a Stratton Middle School Student:

As part of the State's Maine Learning Technology Initiative, your child will be issued an iPad for use during this school year. The purpose of this letter is to answer some of your questions and explain the program. At the end of this letter are forms to be signed by your child and yourself indicating that you have read the paperwork. Please sign this and return it to school as soon as possible.

Each 7th and 8th grade student in a public school in the state of Maine will receive a computer/ device. Stratton School has decided to extend this and has include the 5th and 6th grade students in this initiative as well. Students in the Middle grades at Stratton School will all be assigned an iPad.

You and your student are required to attend an informational meeting within the first two weeks of school. The 7th and 8th grade meeting will be held on Thursday, August 29th at 4pm. 5th and 6th graders and their parents are asked to attend the meeting on Thursday, September 5th at 4pm. The meeting will introduce you to the iPad and assist you in the Apple account set up that is unique to Maine students. These meetings are essential to your child's ability to access the iPads at school and at home. Please call if you are unable to attend this meeting.

Many of the middle school teachers have attended training sessions over the summer to help them integrate this learning tool into the classroom. It is expected that every student will use the iPad as part of their middle school curriculum in each subject area. Teachers will continue to attend training sessions.

The attached pages will answer some of the questions that you may have about the program. If you have questions that are not answered, please feel free to contact the principal Vicki Collins or Paula Stevens.

Sincerely,

Paula Stevens  
Tech Lead / Teacher  
Stratton School  
246-2283

## **MLTI Frequently Asked Questions**

### **When will my child receive their iPad?**

\* Soon after the beginning of school pending the attendance of the informational meeting and return of the paperwork

### **Who owns the iPad?**

\* All MLTI computers/devices are owned by the State of Maine Department of Education (DOE). Each school has been issued enough devices to provide one for each 7th and 8th grade student and to have a spare in case of problems. Stratton School is leasing them through the DOE for 5th and 6th graders.

### **What happens if a child moves into or out of a school?**

\* When a new student enrolls in 5th, 6th, 7th or 8th grade, we will contact the DOE and they will send us another iPad. Likewise, if a child leaves a school, we will return his/her iPad to the DOE.

### **Will my child be able to bring his or her home?**

\*Students will be allowed to take the iPad home on an individual basis. The informational meetings are essential to your child's ability to access the iPads at school and at home. A copy of the take home policy and information about our protection plan are included in this packet. Please contact the school if you have any questions. 7th and 8th grades will be able to take iPads home after the meeting and all paperwork and money has been returned. 5th and 6th graders take home date will be determined after additional training. A note will be sent home at that time.

### **Who is responsible if the iPad gets broken?**

\* Accidental damage while at school is covered by the DOE through a pool of spare iPads. Accidental damage off school grounds will be covered under our protection plan (see protection plan documentation). If an iPad is intentionally vandalized, it will be handled the same as intentional damage to a text book or any other school property. The student would be responsible for repair or replacement.

## **Will the iPad have Internet and email access?**

\* The iPad will be set up with Internet and email access through a wireless network while they are in the classroom. Internet and email use will only be allowed during supervised class time and as it pertains to class assignments. The Internet connection in each of our schools is filtered such that students are unlikely to accidentally view sites deemed inappropriate.

\* If you have Internet access at home, the iPad can be connected to your existing Internet account.

## **What Rules govern computer use in Flagstaff RSU?**

\*Computer rules are outlined below

## **Where can I find more information?**

The state of Maine maintains an official MLTI website at

<http://www.maine.gov/mlti>

## **General Handling and Care**

1. Mishandling of your iPad could result in disciplinary action.
2. The iPad is fun to use, but it is not a toy! Remember that it is a computer and must be handled with care.
3. The iPad belongs to the Maine Department of Education. They are on loan to you to use as a tool for learning.
4. The iPad must stay in the case at all times when not being used.
5. Protect the iPad from the weather.
6. Protect it from heat or cold.
7. Do not eat or drink near where you are using the iPad.

8. Handle the iPad carefully, if it falls it may break. Extra care should be given to the screen. Do not use cleaner on the iPad it has a protective coat that is taken off with cleaners. See Mrs. Stevens to have it cleaned.
9. Do not insert things into openings (ports) of the iPad.
10. Be patient. Sometimes computers require time to do their job.
11. If/when you take the iPad home for assignments, be sure it is recharged for the next school day.
12. Never charge the iPad while it is in the sleeve. The iPad should be in a ventilated space while charging.
12. You will be assigned a slot in a charging cabinet for storage and charging the iPad. Use only your assigned space.
13. For your own health, when using the computer, it should be kept at least 18 inches from your eyes and the screen should be at a lower level than your eyes.
14. You MAY NOT mark the computer in any way with markers, stickers etc.

### **Cleaning**

1. Wipe the surfaces lightly with a clean soft cloth.
2. Do not use water or other cleaning solutions on the iPad
3. To keep the screen clean, wash hands prior to using.
4. If your iPad needs to be cleaned, please contact Mrs. Stevens

### **Cables**

1. When charging cable needs to be connected, be sure to line it up correctly when inserting and removing.
2. If the battery is not charging, do not wiggle the power cord. Try removing it and fully reinserting it.
3. Be careful not to jerk the iPad around when cables are attached.

## Other Problems with the iPad

If you have problems with your iPad, ask for help as soon as possible. It is the student's responsibility to promptly notify the teacher when there is a problem with the iPad.

## Stratton School

### Middle School iPad Take Home Agreement

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Parents and students must read and sign an agreement to abide by the following terms before their students may take home an iPad.

\* Parents must agree in writing to insure or accept financial responsibility for any iPad damage before a student may take an iPad home.

*Protection Plan and/or financial responsibility information is included with this letter.*

\* 7th and 8th grade students who have signed permission will be allowed to bring their assigned iPad home on non-holidays Monday through Thursday unless they are getting on an extra curricular activity bus i.e. Sports or ski/skate bus or they have had the privilege revoked. Parents may arrange to have a different situation for their child should they wish it. They should do so with teachers and in writing. This will also be the case for 5th and 6th grade students after completing the additional training.

\* Student must use classroom time appropriately to keep their iPad privileges.

\* Students are responsible for returning to school with a fully charged iPad. Chargers should also come back to school each day.

\* Students who are in sports need to have parents come and pick up the iPad or may choose to leave the iPad charging at school, as iPad will not be allowed in locker rooms or on sports busses.

\* iPads should never be used on a school bus or in any other moving vehicle.

\* There is no assumption of privacy on the iPad. All iPad are subject to random checks.

\* **Parents should supervise their student's iPad usage at all times.** The iPad are able to access the Internet depending on the type of Internet connection you have in your home. The school has equipment that helps to filter out inappropriate material. Many accessible wireless connections that are available throughout the towns probably do not have such filtering systems.

\* The iPad should only be used for school appropriate activities at all times wherever they are.

\* Students who fail to abide by the above iPad rules will forfeit their privilege to take the iPad home.

## **STUDENT COMPUTER/DEVICE AND INTERNET USE RULES**

The rules are intended to provide general guidelines and examples of prohibited uses, but do not attempt to state all required or prohibited activities by users. Failure to comply with these rules may result in loss of computer/device, email, and Internet privileges, disciplinary action and/or legal action.

### **A. Computer/Device Use is a Privilege, Not a Right**

Student use of the school district's computers/devices, networks, email, and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action.

### **B. Acceptable Use**

Student access to the school district's computers/devices, networks, email, and Internet services are provided for educational purposes and research consistent with the school district's educational mission, curriculum, and instructional goals.

The same rules and expectations govern student use of computers/devices as apply to other student conduct and communications.

Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing the school unit's computers, networks, and Internet services.

### **C. Prohibited Use**

The user is responsible for his/her actions and activities involving school district computers/devices, networks, email, and Internet services, and for his/her computer files, passwords, and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:

1. **Accessing Inappropriate Materials** - Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;
2. **Illegal Activities** - Using the school district's computers/devices, networks, email and Internet services for any illegal activity that violates other Board policies, procedures, and/or school rules;
3. **Violating Copyrights** - Copying or downloading copyrighted materials without the owner's permission;
4. **Plagiarism** - Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher and Web site must be identified.
5. **Copying Software** - Copying or downloading software without the express authorization of the system administrator;
6. **Non-school Related Uses** - Using the school district's computers/devices, networks, email, and Internet services for non-school related purposes such as private financial gain, commercial, advertising or solicitation purposes, or for any other personal use;
7. **Misuse of Passwords/Unauthorized Access** - Sharing passwords, using other users' passwords without permission, and/or accessing other users' accounts;
8. **Malicious Use/Vandalism** - Any malicious use, disruption or harm to the school district's computers/devices, networks, email, and Internet services, including, but not limited to hacking activities and creating/uploading of viruses;



**9. Unauthorized Access to Chat Rooms/News Groups** - Accessing chat rooms or news groups without specific authorization from the supervising teacher.

#### **D. No Expectation of Privacy**

The school district retains control, custody, and supervision of all computers/devices, networks, email, and Internet services owned or leased by the school district. The school district reserves the right to monitor all computer and Internet activity by students or staff. Students have no expectation of privacy in their use of school computers, including email and stored files.

#### **E. Compensation for Losses, Costs and/or Damages**

The student and/or student's parent/guardian shall be responsible for compensating the school district for any losses, costs, or damages incurred by the school district related to violations of policy IJNDB and/or these rules, including investigation of violations.

#### **F. School Unit Assumes No Responsibility for Unauthorized Charges, Costs, or Illegal Use**

The school unit assumes no responsibility for any unauthorized charges made by students, including, but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

#### **G. Student Security**

A student shall not reveal his/her full name, address, or telephone number on the Internet without prior permission from a supervising teacher. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

## **H. System Security**

The security of the school district's computers/devices, networks, email, and Internet services is a high priority. Any user who identifies a security problem must notify the Technology Lead Teacher. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to disciplinary and/or legal action.

## **I. Parental Acknowledgement Required**

Students and their parent/guardian are required to sign and return the Middle School iPad Take Home Agreement before being allowed to use school computers/devices.

**Acknowledgement of Receipt of MLTI / iPad Notices**

Please sign below and return to your child’s school. Your child will not be issued an iPad until this form is received at the school.

I, \_\_\_\_\_ (parent), have received and read the letter explaining the MLTI program as it pertains to Stratton School.

\_\_\_\_\_

Parent Signature

Date

I, \_\_\_\_\_ (student) have received and read the letter explaining the MLTI program as it pertains to Stratton School and the General Care Instructions for the iPad and agree to follow the instructions as written.

\_\_\_\_\_

Student Signature

Date

**Middle School iPad Take Home Agreement**

Parents and students must read and sign in agreement to abide by the following terms before their students may take home an iPad.

I have read the Stratton Middle School iPad Take Home Agreement and agree to abide by the terms.

\_\_\_\_\_

Student Signature

Date

\_\_\_\_\_

Parent Signature

Date

\* 5th and 6th graders take home date will be determined after additional training. A note will be sent home at that time.

**Flagstaff RSU MLTI  
Insurance Coverage  
2013 - 2014 School Year**

Student Name: \_\_\_\_\_

Parent / Guardian: \_\_\_\_\_

I have read the attached IBook Rules & Procedures and choose the following insurance options:

\_\_\_\_\_ I would like to participate in the school district insurance coverage. I understand that I am responsible for a \$100.00 per incident deductible as well as the premium as indicated below.

\_\_\_\_\_ I opt NOT to participate in the school district insurance coverage. By doing so I accept FULL responsibility for the iBook should it be lost, stolen or damaged. Replacement cost to the district is \$600.

\_\_\_\_\_ I opt NOT to purchase insurance and my student will not ever take a IBook off school property.

Insurance Premium

\_\_\_\_\_ \$50.00 (Family Cap of \$110)

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

**AGREEMENT TO PUBLISH STUDENT INFORMATION ON Flagstaff RSU WEBSITE**

Flagstaff RSU maintains an official web site to provide general information about our school system as well as information about educational programs, extracurricular activities, school events, and student and staff achievements.

Maine law requires public schools to obtain written approval from parents/guardians prior to publishing personal information about students on the Internet. This form will authorize Flagstaff RSU to publish the following:

1. Full names of students in connection with class rosters, honor rolls, awards received, and team/extracurricular activity participant lists
2. Group and/or individual photographs of students; and
3. Individual student or class work may be published on the School Department's web site from time to time in accordance with established guidelines. Such work may include creative writing, research projects, artwork, music, performances, and audiovisual presentations. All student work will include a copyright notice prohibiting the copying of such work without express written permission.

Please complete and return the agreement form to the school office. This agreement will remain in effect for the entire school year unless it is rescinded in writing. If the form is not returned, no information about your child will be published on the School District web site. If you have any questions, please contact the Superintendent or the Technology Director.

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

School: Stratton School \_\_\_\_\_ School Year: \_\_\_\_\_

Name of Parent / Guardian: \_\_\_\_\_

I understand and agree that my child's name may appear on the School Department website. I further understand and agree that photographs of my child and/or examples of my child's work may be used on the web site.

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Parent/Guardian Signature

Date