

# Medinah School District 11



iPad Guidelines and User Guide

2014

# iPad Guidelines and User Guide



## iPad Air™ Device



### External Buttons and Controls



### Connectors and Input/Output



The iPad Air weights approximately one pound and has the fastest processor (as of May 2014) of the iPads. Medinah School District 11 will be providing a 32 GB iPad Air to teachers.

## Sleep, Wake, On, Off

To put your iPad to sleep, a quick tap of the on/off/sleep/wake button located at the top of the iPad will put it to sleep or to wake it up. To shut down your iPad or reboot your iPad, hold down the on/off/sleep/wake button for 4 seconds. The iPad will then ask you to slide to shut down. Repeat to turn the iPad back on. If the iPad freezes and needs to be restarted, hold the home button and on/off/sleep/wake button simultaneously until the iPad shuts down and a white apple reappears on the screen.

## Quitting Apps vs. Closing Down Apps

To return back to your home screen or pages of apps, press the home button on the iPad. This will return you to the folder or page you were previously on. To return to the first page of the iPad from another page, press the home button. This will return you to the very first page of the iPad. This QUILTS the apps. To close down an app, quickly double-tap the home button. The apps will all open and be visible. To close down, swipe up to close them down completely (you may do two at a time). The only screen that should remain if closing all apps is the screen showing the page of the iPad.

## Move, Delete & Folder Up My App Icons

Start by continually pressing any icon until mass wiggling occurs. They stop wiggling when you tap the Home Button (Belly Button).

**Move:** just scoot the folder or app with your finger & let it go when it falls into place

**Move to Another Page:** make a “layover stop” on the Dock (row at the bottom) or just drag to the page of choice

**Delete:** tap exactly on the b/w “X” in any app’s corner. The apps do not delete from the account if they are deleted from the device. To put the app back: App Store >Purchased >Not On This iPad

**Folder:** overlap two apps & change the default folder name

**Folder Name Change:** tap the folder open, tap the gray “X” and type away

Pages are the dots above the dock. You are on the page number of the bright dot.

**Search:** Place your finger on the background of the iPad and pull down. A search bar and keyboard should appear. Type in the name of the app and a list will appear

## Email

You may add multiple accounts to your Mail app >Settings >Mail, Contacts, Calendars >Add Account >Select Provider >Enter Info If you are adding more than one account, be sure to name them logically.

An unread email has a blue dot. Even away from wi-fi, you can still read whatever email arrived, but you cannot reply. Tapping “All Inboxes” is a convenient way to see everything coming in.

## Purchasing Free Apps

Free Apps that are appropriate for a school setting and comply with the Acceptable Use Policy may be purchased by teachers.

To do so go to App Store>Search Bar or More>Education. There is a plethora of great free apps available for education. The freedom is now there to search and find what may be applicable for the classroom.

## **Purchasing Apps That Cost Money**

To receive apps that cost money, there is a protocol that is set in place. Similar to free apps, search the App Store for apps you may be interested. If the app cost money, teachers may choose to buy the app on their own credit card, but may not be reimbursed. If the application falls within the Acceptable Use Policy, a request may be sent you the LMTC director/Tech Specialist for the appropriate building, which will then be sent to the Principal for approval and forwarded to the Technology Assistant. The Technology Assistant will be responsible for the app being pushed out to the appropriate iPad.

To receive apps that have been approved, go to App Portal>Select list or app>Install. the app will install on your iPad. Move the app accordingly. App Portal cannot be removed from the iPad.

## **Dock Row**

The Dock Row is the row of apps at the bottom of the iPad screen. No matter which page the iPad is on or moves to, the Dock Row will always remain there and the same.

## **Screen Capture and Photos**

To take a picture of the screen, hold down the power button and home button at the same time. If the volume is on, a shutter noise will be heard. The picture will then be found under the Photos tab of the Photos app. Along the bottom of the Photos App, there is access to photos, shared, which allows sharing of photos, or albums, which can create separate folders for photos.

## **Passcodes**

Teachers may choose to put a passcode on the iPad that is issued to them. This password may be chosen by the teacher and is not necessary to share with others. If the passcode is forgotten and the the iPad is unable to be accessed, contact the Technology Assistant. If the Technology Assistant cannot reset the password, the iPad may be reset to regain access.

## **Acceptable Use**

District staff and students must comply with the District's Acceptable Use Policy. Non-student appropriate material not compliant with the district Acceptable Use Policy will be cleared from the iPad. This includes: internet browsers, apps, photos, backgrounds/screensavers, etc. Please be cognizant that the iPad is district property and material must remain appropriate and will be monitored. The use of this technology is a privilege, not a right.

## Caring for your iPad

### General Precaution

1. Avoid food or drink near the iPad
2. Carefully insert and remove cords from the iPad, such as headphones or chargers
3. Do not use pens or pencils as writing tools for the iPad. Only styli appropriate for the iPad or fingers should be used
4. iPads should be carried in the protective case. This includes when walking with the iPad or transporting the iPad from one location to another.
5. Power off or sleep the iPad to conserve battery power.
6. iPads should never be left in an unsecure area
7. Any identification or serial numbering for tracking purposes placed on the iPad should not be removed or tampered with.
8. Remember to take care of the screen, as it can be easily scratched. To keep the screen safe, observing these rules may be beneficial:
  - ❖ Do not lean on top of the iPad
  - ❖ Do not place anything near the iPad that could put pressure on the screen
  - ❖ Do not bump iPads against lockers, walls, floors, etc., as it can shatter the screen
  - ❖ Do not poke the screen with anything other than appropriate tablet tools
  - ❖ Do not place anything within the case that could scratch or cause damage to the iPad
  - ❖ Clean the screen with a soft, dry towel, or an anti-static cloth
  - ❖ iPads should be stored safely with no damage can occur to the screen or body of the device
  - ❖ In case an iPad breaks, is lost, or is stolen

iPads that malfunction or are damaged must be reported by sending a Help Desk ticket via Internet Explorer Favorites on Teacher Desktops. The school district is responsible for repairing iPads that malfunction during normal use. Malfunctions must be reported no later than 24 hours of discovery. If an iPad is lost or stolen, a help desk ticket must be issued and the building principal must be notified immediately.

## Instruction

### Internet Access and Use

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

### Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library media center materials. As required by federal law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

### Acceptable Use

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

### Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

### Authorization for Electronic Network Access

Each staff member must sign the District's *Authorization for Electronic Network Access* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

1<sup>st</sup> Reading – 11/7/13

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