



2019-20
TASIS ES iPad Handbook
A Guide for Students & Parents

CHAPTER 1

INTRODUCTION

Welcome to the TESIS Elementary School iPad Handbook! This guide will help you understand how to care for your School-issued iPad, as well as what responsibilities you and the School have to make learning with iPads the best experience ever!

In this chapter, we will explore:

- Who should read this handbook
- Learning as a family
- Why TESIS ES prefers iPads
- Helping out TESIS
- Options for opting out of our technology program

Who Should Read This Handbook

This handbook is written for TESIS Elementary School students who use TESIS-provided iPads and their parents. Most of the information applies to everyone, but some information only applies to students in Grades 4 and 5 since they are allowed to take their iPads home. In these cases, you will see a **Take-Away Cup** () that identifies items specific to Grades 4-5.

Learning Together

We strongly encourage students and their parents to read this handbook *together*, so the whole family understands the responsibilities and expectations of owning and using a TESIS iPad. Descriptions of terms highlighted in red throughout the book can be found in the Glossary at the end of the handbook.

STUDENTS: Make sure to ask questions if you don't understand something. Throughout the year, show your parents how your iPad helps you learn and create!

PARENTS: Have regular conversations with your child about what they're learning and how they are using their iPads. Ask your child's homeroom teacher or our Pre-K to 8 Learning Technologies Coordinator, Mr. Tim Venchus, if you have any questions!

Why iPads?

Computing technology has transformed the world we live in. In order to thrive in this world, learners of all ages must be able to create, communicate, and learn with computers. The iPad's ability to transform into a book, camera, translator, recording studio, dictionary, word processor, sketchpad, encyclopedia, and communicator—along with its portability, familiarity, and ease of use—make it a great computing tool for our Elementary students.

HELPING OUT

The iPad is a sturdy machine, especially with the protective case. However, we need **your** help to make sure TESIS iPads stay in good shape. Handle them with care and follow the guidelines in this handbook to help us get the most life out of our iPads.

OPTING OUT



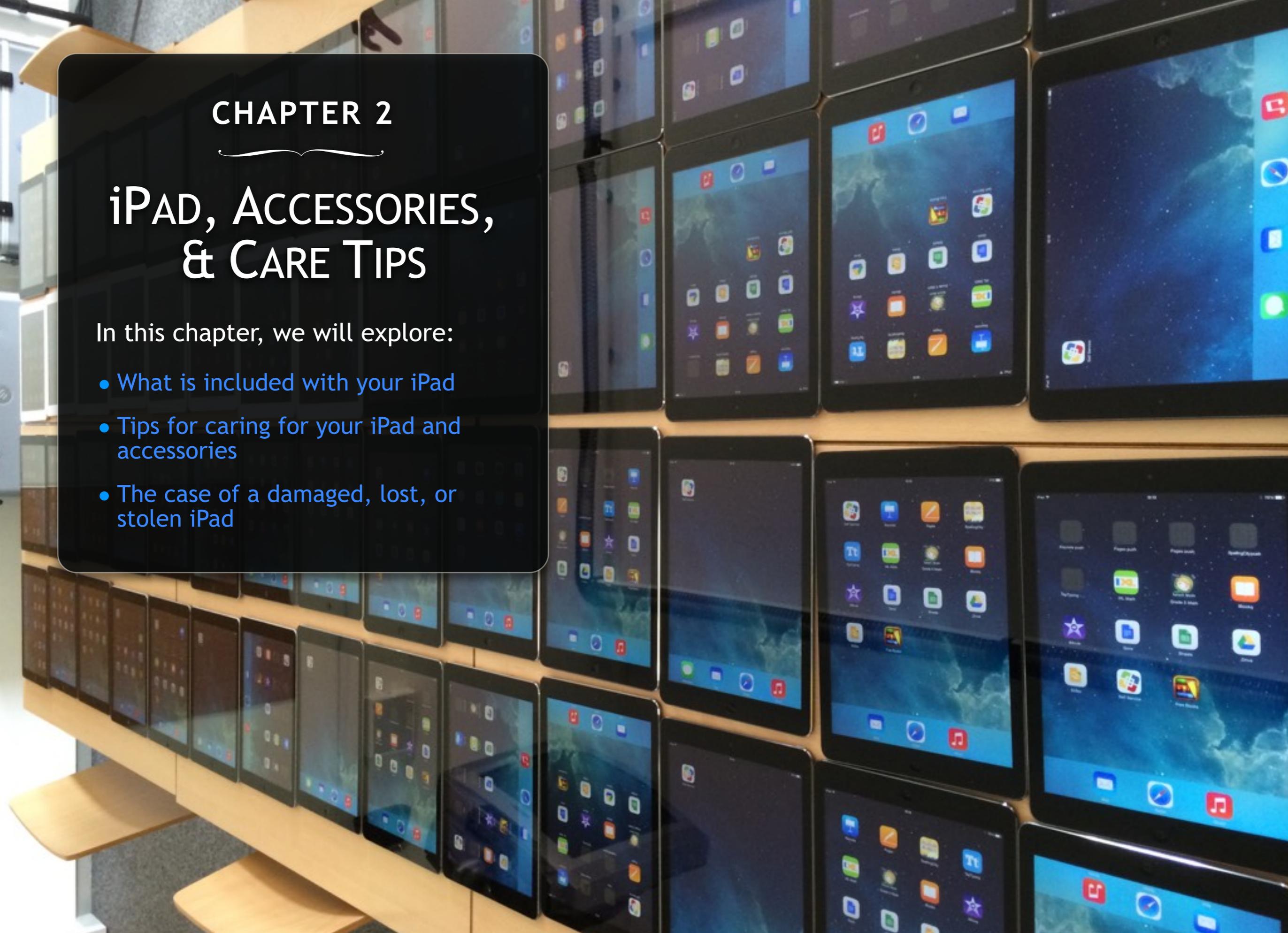
The iPad becomes even more powerful when students can use the same device at school and at home. However, we understand that some families may not want their children taking iPads home. In this case, we urge you to talk with your child's homeroom teacher or Tim Venchus. If you still do not want your child to bring a school-issued iPad home, you may indicate your preference in the **Agreement**. Students must then arrange to complete their homework without an iPad, and the device will remain at school.

CHAPTER 2

iPAD, ACCESSORIES, & CARE TIPS

In this chapter, we will explore:

- What is included with your iPad
- Tips for caring for your iPad and accessories
- The case of a damaged, lost, or stolen iPad



Included With Your iPad

The iPad model and case you receive will be the same as other students in your grade level but may differ from students in other grade levels. For the 2019-20 school year, each grade level will use the following iPad model and case:

Grades PK-1



iPad Air 2



STM Dux

Grades 2-5



iPad (6th Gen)



STM Dux

ACCESSORIES NOT INCLUDED

We ask that students bring in an inexpensive set of **headphones** to help keep noise distractions to a minimum.

Some students may wish to bring a **stylus** for writing or drawing.

Students in Grades 3-5 can borrow a **wired or wireless keyboard** from their homeroom teachers for in-class use if they prefer a physical keyboard for longer writing assignments.



All iPads in Grades 4-5 come with a TESIS-labeled Apple Lightning to USB Cable and either a 10W or 12W Apple USB Power Adapter with a Swiss plug. Please make sure these same accessories are returned before leaving TESIS or before the summer:



Apple Lightning to USB Cable



Apple USB Power Adapter, 10W or 12W (see bottom)



Damage, Loss And Theft

Accidents and mistakes happen! In case they do, here are our guidelines:

- Immediately report any damage, loss, or theft to a teacher or Mr. Venchus (tim.venchus@tasis.ch). The sooner we know about it, the faster we can find it or get it fixed. In the case of loss or theft, a police report may be required.
- If your iPad needs to be repaired, Mr. Venchus will transfer your data to a different iPad before sending the damaged iPad away.
-  Only charge your iPad with the official Apple cable and power adapter that comes with it. Some non-Apple cables and adapters may damage the iPad.
- *Location Services* must be enabled for security purposes. Additionally, TESIS can track the general location of the iPad (if it is powered on and connected to Wi-Fi) in case of loss or theft.
- In the event that an iPad is damaged, lost, or stolen, the family may be responsible for repair or replacement costs, up to the full cost of a new iPad. The replacement cost of an iPad is approximately CHF 390.
- It is the family's responsibility to cover the cost of replacing School-issued accessories in the event of theft, loss, or damage due to abuse or misuse. Cost of accessory replacements include:
 - * Protective case (CHF 40)
 - * 12W Apple USB Power Adapter (CHF 20)
 - * Lightning to USB Cable (CHF 20)
- iPads and included accessories will be checked out to students for the academic year only, Fall to Spring, to be returned before the end of the academic year. If a student must leave TESIS for any reason before the end of the academic year, the iPad and all accessories must be returned immediately. If not returned, the family will be charged the full price of the iPad and included accessories. If invoices are not settled, the enrollment deposit may be used to cover the costs of replacement.

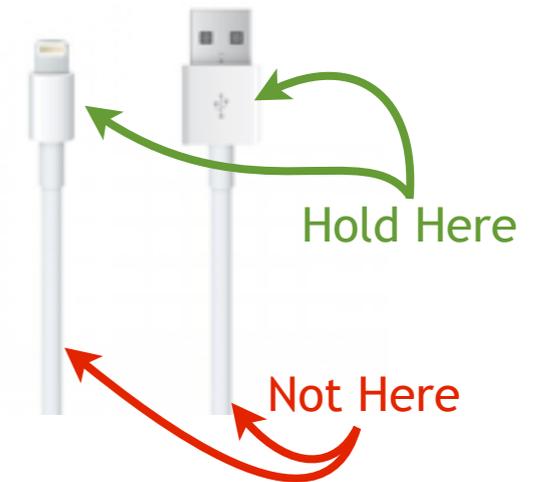


Taking Care Of Your iPad

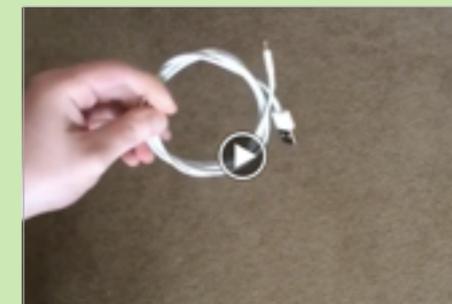
To make sure your iPad has a long and healthy life, use these tips to care for it:

- Leave the protective case on the iPad at all times.
- Use only official Apple cables and power adapters.
- When plugging in and unplugging your iPad, hold the cable by the plug, not by the middle.
- Glass cleaner and other household chemicals will damage the screen. Additionally, abrasive materials like paper towels and napkins can scratch the glass. Using a dry, soft, microfiber cloth will generally be enough to wipe the iPad screen clean.
- iPads are durable devices but still require responsible handling. Avoid placing weight on the iPad. Never throw or slide an iPad. Never run with the iPad. Don't leave the iPad on the edge of a desk or table.
- Keep drinks and other liquids away from the iPad. Put the iPad into a backpack or under your jacket if it is raining or snowing.
- Make sure you know where your iPad is at all times. Students often leave their iPads behind after a class or lunch. Don't let this happen to you!
-  Do not wrap the USB cable around the power adapter. Use the method in the Cable Wrapping Tip video.
-  If you put your iPad into your backpack, remember it's there! Avoid throwing your backpack around or putting it in a place where it can be stepped on.

When unplugging:



CABLE WRAPPING TIP



Tapping or clicking the image above will open a video that shows you how to properly wrap a cable

CHAPTER 3

Student Responsibilities

In this chapter, we will explore:

-  Expectations for charging and bringing your iPad to school
- Backups, Apps, and iOS Updates
- Storage space
- Customizing your iPad
- Using the internet
- Keeping yourself and others safe
- Working with others





Bring It Every Day, Charge It Every Night

Students in Grades 4-5 are responsible for bringing their iPads to school every day, unless otherwise directed by their homeroom teachers. Failure to bring the iPad, like other class materials, does not release students from their responsibility for class work.

iPads should be charged at home each night. Students are expected to bring their iPads every day with at least 60% battery life.

Apps, Games, Music, And Videos

TASIS uses a system called **Jamf Pro** to manage iPads and help students get the apps they need. Students must use the **Self Service Mobile app**, part of Jamf Pro, to download apps they need for their schoolwork.

Apps may only be downloaded with teacher permission. Students may not use a personal Apple ID on a TASIS-owned iPad at this time.

If you know of an app that could help others learn, tell your teacher or Mr. Venchus about it!

The use of games, music, and videos, while at school, will be determined by your teacher. The School-issued iPad is intended as a tool for learning; misuses of the iPad may result in disciplinary action.

iOS Updates

Often, there are **iOS** updates that make the iPad work better or add new features. You may get a **notification** on your iPad telling you an update is ready, but **do not install iOS updates until Mr. Venchus says it's OK**. Sometimes iOS updates have bugs that will make your device worse. Mr. V. and the IT Team will make sure an iOS update is OK and let students know when to update. At that time, please update your iPad.

BACKING UP

It's important to back up your work often, in case something is accidentally deleted or your iPad has major problems. Students in Grades 3-5 have access to a Google Drive account with unlimited space. Make sure to upload anything you want to save for the future to Google Drive. We recommend backing up important files every 2-4 weeks.

STORAGE SPACE

Currently, iPads in Grades 2-5 have 32GB of storage. If you find you are running out of storage space, back up any completed or unneeded documents, photos, and videos to Google Drive, and then delete them from your iPad.

REMEMBER! Don't forget to empty the "Recently Deleted" album in the Photos app to clear out space!

Customizing Your iPad

Part of the fun of having your own iPad is being able to set it up the way you want. While there are many things you can customize, there are some things that cannot be changed in order for TASIS to provide quality management services. We highlight some settings here that you can change and some things that you should not touch.



Apps

You may only install apps from *Self Service*. However, you can arrange apps on your home screen in any way that you'd like. Using folders can be a good way to organize similar apps into groups. **Spotlight Search** can be a good way to quickly search for an app on your iPad if you don't want to organize them into folders.

Wallpapers

You can set whatever wallpaper you'd like as long as it meets the following two rules:

- It must be school-appropriate. Wallpapers that show guns, violence, people dressed indecently, or other inappropriate images are not allowed.
- The lock screen will automatically show your name at the bottom in white text. Your wallpaper must not hide this text.

Apple IDs

ES iPads do not currently use Apple IDs, though we may provide these in the future. You may not use a personal Apple ID for the App Store or iCloud at this time.

Bluetooth & WiFi

Bluetooth and WiFi must be enabled at all times. Do not turn these off or use Airplane Mode, unless traveling on an airplane. Make sure to turn Airplane Mode off after your travel is complete.

Passcodes

Passcodes are required to protect the data on your iPad from others. Tell your teacher your passcode in case you forget it or if you change it (forgetting happens a lot to students!).



Profiles

Do not remove any **profiles**.



Location Services

Location Services must always be enabled so we can locate an iPad that goes missing. Do not turn these off.



Game Center

Game Center is not allowed to be turned on and will be hidden from view.



Social Media Apps

At this time, you may not download or sign into social media, photo sharing, or communication apps like Facebook, Twitter, WhatsApp, YouTube, Messages, or FaceTime.

Decorating Your iPad & Accessories

Please do not draw on or add decorative stickers to TESIS-owned iPads, cases, or other accessories. A customizable name label will be provided by your homeroom teacher to identify your iPad.

Using The Internet

The internet is awesome and you can learn a ton of things on it! However, there are lots of things online that are not a good fit for school or that can negatively affect you and people you know. Use these tips to make sure you have a great experience using the internet:

- Know what you're looking for before you go online. There are many distractions on the internet, so make sure you are not wasting class or learning time by sticking to what you are hoping to find.
- If you're not sure how to find what you're looking for, ask a teacher or parent for help.
- If anything you see online makes you feel sad, angry, confused, or uncomfortable, close the page or app immediately and get help from your parents or a teacher so you can learn how to avoid it in the future.
- Follow your teachers' rules for internet use at school. Follow your family's rules for internet use at home.

Be Respectful And Safe

Being connected to others by the internet is amazing, but it can also enable people to do things that can hurt themselves or others. Use these tips to help you and others stay respectful and safe:

- Always be kind, polite, and respectful when communicating or posting online. You can help stop bullying by not being a bully.
- Don't send mean or hurtful messages to others. If you receive these messages, don't respond. Show your parents or teachers to get help.
- Never send or post photos, videos, or audio recordings of yourself or others that portray people in a negative way. Get permission from others first before recording them for your creations.
- Never post or share your personal information online, including your full name, phone number, home address, or email address. If you know this information about a friend, don't share that either because they may not want others to know it.
- Never share your passwords or passcode with anyone except your parents and teachers. Make sure people are not looking over your shoulder when you enter these on your iPad.
- When listening to a video or audio recording, use headphones at a low volume so you don't distract others in the room but can still hear people who want your attention.



Consequences For Inappropriate Behavior

Sometimes, students make mistakes or poor choices. Irresponsible and inappropriate use of technology tools may result in social, academic, or behavioral consequences. These consequences and several examples of behaviors that TASIS regards as irresponsible or inappropriate uses of technology follow:

Social consequences include ruined friendships and damaged reputations and may result from:

- Gossiping or spreading rumors online
- Posting hurtful information or embarrassing photos of others
- Making others feel sad, mad, or uncomfortable through email or social media

Academic consequences include reduced or failing grades and may result from:

- Using other people's work as your own without giving them credit (i.e. plagiarism)
- Enabling yourself or others to cheat

Behavioral consequences include a conversation with your teacher, loss of your iPad for a class period, a meeting with the Dean of Students and disciplinary consequences, a conference with your parents, confiscation of your electronics, disabling specific features of a School-owned device, loss of the privilege of using technology at TASIS, or further disciplinary actions. These consequences may result from:

- Using your electronics inappropriately, like playing video games without permission or taking photos of others without permission
- Bullying or sending mean messages to others
- Viewing indecent media or playing violent video games
- Hacking or obstructing the network security settings and internet filters

PROPERTY OF TASIS

Your School-issued iPad is the property of TASIS and as a result may be taken at any time by a teacher or administrator for review. All materials on the iPad, as well as all School-issued accounts, are considered open for teacher, administrator, and parent access.

CHAPTER 4

PARENT INFORMATION

In this chapter, we will explore:

- Setting home-use expectations
- Student email accounts
-  Internet filtering
-  The agreement form
- Parent resources



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Setting Expectations For Technology Use At Home

We strongly recommend that parents work with their children to create expectations and guidelines for using technology at home. Here are several suggestions for questions to discuss, but you may certainly come up with others:

- How long can electronics be used during the week or on the weekend? Is there a difference when using electronics for school work, personal learning, or entertainment?
- Where are electronics allowed to be used? Should electronics be allowed in the bedroom, at the dinner table, only in visible spaces?
- What kinds of websites and apps are allowed to be used? What kinds of websites and apps are not allowed? What is the procedure if the parent or child is not sure if a certain website or app is allowed?
- Is the use of social networks allowed? If so, will passwords be private or shared?
Note: please keep in mind that most social networking sites and apps require the user to be at least 13 years old or require parental consent.
- What should the child do if they encounter cyberbullying or mean messages?
- What do you each want to learn about technology? Can you help each other learn it?
- What consequences will result from not following the guidelines?



Internet Filtering

The TESIS network has internet security in place to block inappropriate websites when students use iPads on campus, but no filter can catch everything. This security does not happen off-campus. We recommend parents monitor student iPad usage while off-campus.

STUDENT EMAIL ACCOUNTS

All students in Grades 4-5 are given a TESIS email account, necessary for sharing digital work and for learning to communicate digitally. Students in Grade 4 can only exchange email with other TESIS accounts. Students in Grade 5 can exchange email with accounts outside of TESIS.

DIGITAL CITIZENSHIP

In the first semester, all students in Grades 3-5 will take a Digital Citizenship mini-course with Mr. Venchus, which covers topics including being kind online, identifying and dealing with cyberbullying, and the TESIS Responsible Use Policy.



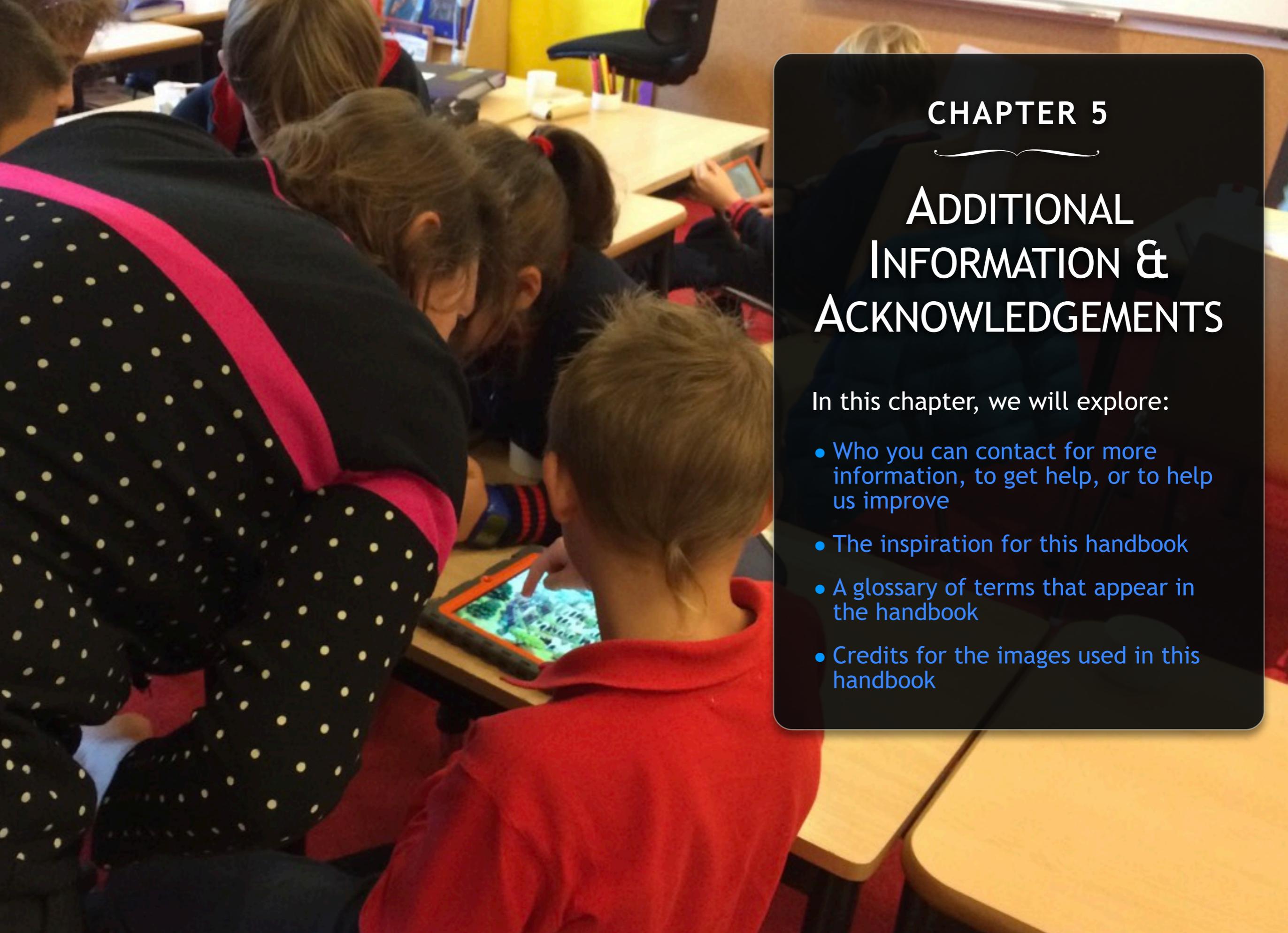
The Agreement Form

Before students in Grades 4-5 can take a TESIS-owned iPad home, their parents must fill out an agreement form online that states the student and at least one parent have read through this handbook and agree to follow its contents. Parents must also agree to cover the cost of repairing or replacing any damaged, lost, or stolen TESIS-owned iPads or included accessories, if deemed to occur from abuse or irresponsibility. The agreement form will be sent via email after this handbook is sent out.

Parent Resources

The following resources may be helpful if you are looking to improve your digital parenting skills:

- [Common Sense Media](#) provides parents with media reviews and advice on approaching various technology-related issues.
- [Family Online Safety Institute](#) provides parents with videos, tip sheets, blog posts, and other resources for “good digital parenting.”
- [Safe Smart Social](#) is a YouTube channel that provides overviews of various social network platforms as well as tips for tweens and teens to stay safe on social networks.
- TESIS also holds Parent Coffees to provide advice and answer parents’ questions about technology.

A group of children in a classroom are gathered around a tablet computer. One child in a red shirt is pointing at the screen, which displays a colorful image. Other children, including one in a black shirt with white polka dots and a pink stripe, are looking on. The background shows a typical classroom setting with desks and chairs.

CHAPTER 5

ADDITIONAL INFORMATION & ACKNOWLEDGEMENTS

In this chapter, we will explore:

- Who you can contact for more information, to get help, or to help us improve
- The inspiration for this handbook
- A glossary of terms that appear in the handbook
- Credits for the images used in this handbook

Contact Information

If you would like more information about our iPad program, or if you have any questions regarding iPads, apps, or other technology-related topics, please reach out to the following people:

- For general information about our technology programs and other tech-related questions, contact Mr. Venchus, Pre-K to 5 Learning Technologies Coordinator, at tim.venchus@tasis.ch.
- For information about how your child's teachers are using technology in their classrooms, please contact those teachers directly.
- For information about what your child is learning with technology, talk to your child! =)

If you have any ideas or suggestions on how we can make our technology program better, please contact Mr. Venchus.



Handbook Inspiration

This handbook was inspired by:

- Sturgis Public High School's iPad Handbook (no longer available online)
- [Saint Paul Public Schools' Student and Family iPad Handbook](#)

Glossary Of Terms

1:1 Program

A program in which each student has a computing device.



Jamf Pro

A mobile device management (MDM) system that TESIS uses to install and make apps available to iPads, apply settings and limits, unlock iPads if a passcode is forgotten, and much more!

Headphones

These may be in-ear (earbuds) or over-the-ear headphones, but we recommend an inexpensive pair, as TESIS is not responsible for lost or damaged headphones. They must have a 3.5mm jack (not USB) or Bluetooth capability.

iOS

The **operating system** for iPads and iPhones.



earbuds



over-the-ear headphones



3.5mm jack

Location Services

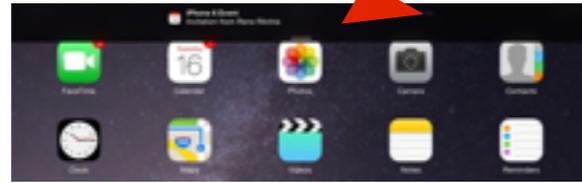
A service from Apple that allows a device's location to be tracked. This must be enabled for TESIS to have a chance of locating a missing or stolen iPad.

Notification

A message that tells you something important or timely. iOS notifications can be pop-up alerts, banner notifications, lock screen notifications, or icon badges.



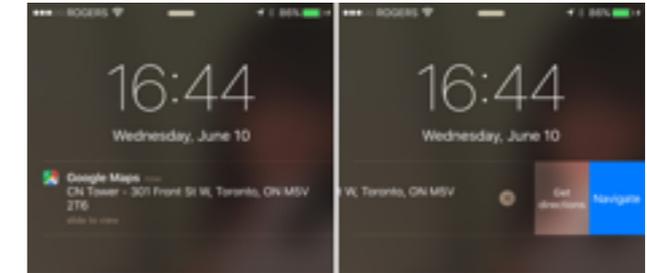
Pop-up alerts require you to tap something to make them go away.



Banner notifications appear at the top of your device and will go away after a couple of seconds.



Icon badges appear on the top right corner of an app icon and show a number of alerts within the app.



Lock screen notifications appear when your iPad is locked. You can swipe right on them to go to the app that's notifying you. Some apps let you swipe left on them and take an action.

Operating System

The most important software on a computing device. Operating systems communicate with a computer's hardware in order to allow all other software applications to work properly.

Profiles

Profiles are tiny files sent to an iPad to help it communicate with Jamf Pro. These files control settings like WiFi passwords, restrictions, iCloud Photo Sharing, and other settings. You are not allowed to delete profiles.

Self Service Mobile App

An app from Jamf Pro that allows you to see which apps are available from TESIS and download the ones you need for free. Use this instead of the App Store app.



Self Service Icon



Self Service Mobile App

Spotlight / Spotlight Search

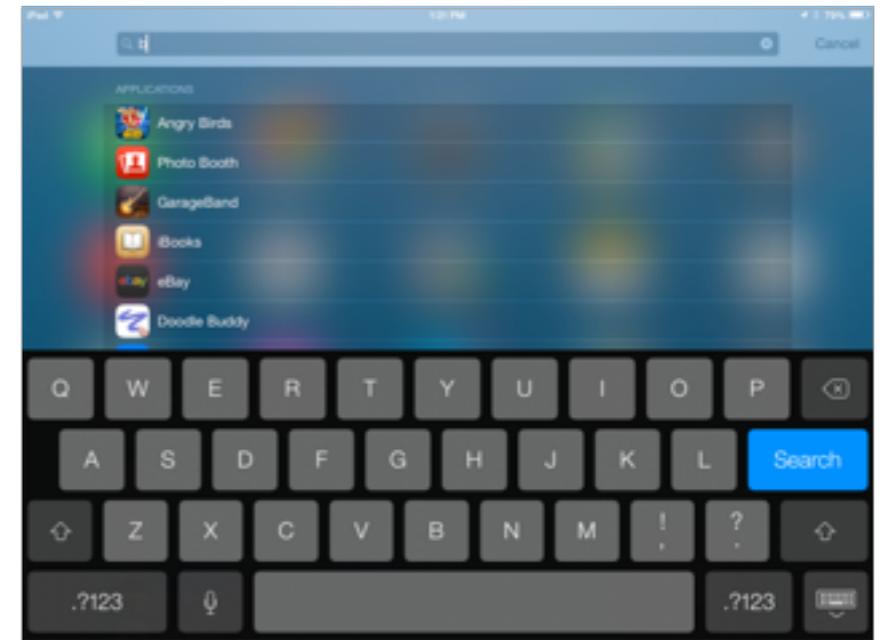
Apple's iOS search application that can help you find apps, contacts, emails, and other things on your iPad. To use *Spotlight Search*, go to your home screen and swipe down with one finger on an empty space. Relevant items will appear as you type.

Stylus

A pen-like implement that can be used for writing or drawing on a touch-screen tablet for greater accuracy than a finger. TISIS is not responsible for damaged or lost styluses.



typical iPad styluses



Spotlight Search



Take-Away Cup

The symbol that indicates when information is for students in grades 4-5 only

Wired or Wireless keyboard

A keyboard that connects to the iPad using a Lightning connector cable (wired) or via BlueTooth (wireless). The keyboards we have at TISIS are from Griffin and Logitech:



Griffin Wired Keyboard for iPad



Logitech K480

Image Credits

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