



iLearn@RCS Handbook

Core Values:

- Christian Truth
- High Academic Standard
- Pure Morals
- Spirit of Patriotism
- Disciplined Life

ESLRs:

- Active Learners
- Responsible & Respectful Citizens
- Critical & Creative Thinkers
- Spiritually Growing Students
- Effective Communicators

21st Century Skills:

- Ways of Thinking
- Ways of Working
- Tools for Working
- Skills for Living

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The vision for iLearn@RCS is to utilize a Biblical Worldview while providing 21st century living and learning skills.

RCS is excited to combine iLearn@RCS, designed to prepare our students for daily living in the 21st century. RCS has integrated educational technology through iPads into the existing high school curriculum over the past several years. The vision for iLearn@RCS is to utilize a Biblical Worldview while providing 21st century living and learning skills.

These skills are commonly grouped into four categories:¹

- Ways of Thinking - creativity, critical thinking, problem-solving, decision-making and learning;
- Ways of Working - communication and collaboration;
- Tools for Working - information and communications technology (ICT) and information literacy;
- Skills for Living in the World - citizenship, life and career, and personal and social responsibility.

These four categories, specifically relating to 21st century skills and technology, are already present in the challenges written into the RCS ESLRS.

“Screenagers” Roaming the Land ...

The mission of Redwood Christian Schools is to provide a Christ centered education which is able to equip students for daily living and eternal life. The tools that RCS utilizes to accomplish this mission are the Core Values, Expected Schoolwide Learning Results, and the Vision for Education. Any new program that is incorporated into RCS must align with and seamlessly integrate into the already existing school philosophy. iLearn@RCS will do just this; it will systematically be integrated into and enhance the excellent Christ centered education that RCS has been providing for more than 40 years.

Dr. Bruce Perry, Baylor College of Medicine, has stated, “Different kinds of experiences lead to different brain structures, as we shall see in the next installment, it is very likely that our students’ brains have physically changed and are different from ours as a result of how they grew up”.² Because the brains of today’s students are wired differently, the manner in which we teach must change. As a Christian school we are called to teach the students God has placed into our classrooms, and this means we have to adapt how and what we teach in order to better reach and educate the children under our care for success in this life and the next.



A major component of daily living in the 21st century is the proliferation of readily accessible technology. Today’s students are digital natives—they are Screenagers. The Screenagers who roam the halls of RCS have grown up in a world of technology, and their brains are wired differently than any other generation. Screenagers cannot imagine a world in which videos cannot be made or watched on a cell phone, text messages cannot be sent at all hours of the day, status updates cannot be posted on Facebook, or video games cannot be played wirelessly against people in other countries. Screenagers are authors, creators, designers, and networkers. By virtue of their digital connections, they have created a worldwide community and are creating a new version of the English language.

Dr. Jane Healy has written, “Fast paced, nonlinguistic and visually distracting television may literally have changed children’s minds, making sustained attention to verbal input, such as reading or listening, far less appealing than faster paced, visual stimuli.”³ Screenagers learn in a different way, in part due to their digital connections to others and in part the manner in which their brains are wired. Screenagers are networkers and multitaskers who are easily bored and can become unmotivated by traditional teaching practices. Screenagers are used to having information at their fingertips and are able to quickly scan large amounts of text in order to find the data they are looking for before they click and go on to the next page. Screenagers live a fast paced life, one in which they are constantly bombarded with visual, auditory, and digital stimuli. Screenagers play video games, instant message, text message, watch TV, listen to music, surf the internet, shop online, and Facebook, pretty much at the same time.

iLearn@RCS Learning Goals

As with all curricular programs at RCS, learning goals have been created in order to guide the instructional aspect of iLearn@RCS.

These learning goals identify several higher-order thinking skills and digital citizenship as critical for students to learn effectively and live productively in the 21st century. By utilizing 21st century skills students will be able to:⁴

1. Apply the truth of God's Word in their daily lives.
2. Demonstrate creativity and innovation.
3. Engage in communication and collaboration.
4. Conduct research and display information fluency.
5. Demonstrate critical thinking, problem solving, and decision making.
6. Model appropriate digital citizenship.
7. Demonstrate a sound understanding of technology concepts, systems, and operations.



The iLearn@RCS learning goals for faculty (and administration) are:⁵

RCS faculty will model and apply the learning goals for students as they design, implement, and assess learning experiences to engage students and improve learning, enrich professional practice, and provide positive models for students, colleagues, and the community. By utilizing 21st century skills, faculty will be able to:

1. Apply the truth of God's Word in their daily lives.
2. Facilitate and inspire student learning and creativity.
3. Design and develop digital-age learning experiences and assessments.
4. Model digital-age work and learning.
5. Promote and model digital citizenship and responsibility.
6. Engage in professional growth and demonstrate leadership capacity.



Using The iPad At School

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed using the iPad. Students are responsible to bring their charged iPad to all classes, unless specifically instructed not to do so by their teacher. iPads are to be kept in the protective case that RCS has purchased and students are not to remove the protective screen cover. Note the example of an iPad that was taken out of the case and dropped.

The iPad is the property of RCS and all users are subject to the rules, regulations, and policies for technology as explained in this handbook, in the Student Handbook, and all other RCS documents. iPads are never to be left unattended nor are iPads to be attended by a friend; they are to be kept either on your person at all times (preferred) or locked in a locker. Unattended iPads or iPads attended by a friend will result in the student(s) receiving a Saturday Detention.

iPads are provided for educational reasons and not for personal entertainment. During class students are not to use the iPad as a personal entertainment device. During class students are not to play games, surf the web for personal reasons, send messages, send email, visit social networking sites, or use the

iPad in any other similar manner. Students are only to use the iPad during class as directed by the teacher. At all times students are to follow the RCS iPad Expectations.

Student iPads may be randomly selected for inspection by RCS personnel. At any time, RCS personnel may ask to examine a student's iPad. Only content aligned with the RCS Christian philosophy is allowed to be placed upon the iPad. If the student refuses to allow RCS personnel to examine the iPad, the IT Department will remotely activate the Mobile Device Management (MDM) software and reimage the iPad to factory specifications; RCS will not be responsible for the loss of any content should reimaging be necessary. In addition, the student will be subject to the RCS discipline procedures for inappropriate use and a Saturday Detention.

Apple ID

Students will be issued a free Apple ID connected to their RCS email address and they must remain logged into the iPad with this RCS Apple ID.

iPad Battery

The iPad is to be charged each night and return to school fully charged each morning.

iPad Case

RCS has purchased a protective case and keyboard for the iPads. iPads must always be kept in their protective case. Students may substitute the case provided by RCS for another case, as long as, the replacement case has a keyboard, covers all four edges and corners of the iPad, and can lay 180 degrees flat. Once in a case, students are not to remove their iPad from the case for any reason.

iPad Distribution and iPad Collection

iPads will be distributed at the end of the "iPad Orientation". Parents and students must sign and return the iLearn@RCS Student and Parent iPad Agreement before an iPad will be checked out to the student. Each eligible student will receive: 1) iPad; 2) protective case and keyboard; 3) iPad usb sync and charge cable; 4) iPad charging hub; 5) Bluetooth keyboard mini-usb charging cable.⁶

Students are responsible for the iPad and their RCS email address, including any and all content placed upon it and website viewing history. Students may choose to use their own personal iPad if they and their parents agree to abide by the stipulations of the iLearn@RCS Handbook and the iLearn@RCS Student and Parent Agreement, which includes allowing RCS to monitor conduct, content, and to install all necessary RCS software.

iPads, RCS provided case, cables, and charging base will be checked in after a student takes his/her last final. If a student transfers out of RCS before the end of the school year, the iPad will be returned at that time. Full value of the iPad and protective case, screen protector, charging cables and hub is currently \$854.00, will be charged to any student who does not check his/her iPad in. In addition, failure to return the iPad will result in a theft report being filed with the Alameda County Sheriff's office.

iPad Ear Buds, Music, and Videos

Students are to supply their own ear buds for classroom use and bring them to school each day. Although iPads are able to play music and videos, the same school rule governs the iPads as cell phones and iPods. Students may listen to music or watch videos before and after school but not any time during the school day (this includes lunch). The first time a student is caught listening to music or watching videos during the school day will result in a warning; the second and subsequent times will result in a Saturday Detention.

iPad Email Address

Students will be issued an RCS email address to use in conjunction with their iPads. This is the only email address that students are to use for school purposes and will be the email address used by RenWeb for student accounts. Teachers will correspond with students through this email address. This email address will follow the standard RCS email format of firstnamelastname@rcs.edu. RCS will maintain a master list of student passwords. RCS recommends that parents monitor this email account. This email account will be deleted should the student leave RCS. RCS reserves the right to monitor these student email accounts. Students have no expectation of privacy in this email account. Students should not send any emails from this email address that they do not want the world to read on the front page of the New York Times.

iPad Help Desk

The iPad Help Desk is located in the office. Students who are having problems with their iPads should first post their problem to the iLearn@RCS Schoology course. After posting to Schoology, if they still need help, then they will take them to the Help Desk, fill out a trouble ticket, and may receive one of a limited number of loaner iPads. The RCS IT department will fix the student's iPad and notify the student, who will return the loaner iPad. Students are responsible to backup their data on a home computer or with a sync service (such as unlimited storage on Google Drive or Dropbox), and RCS is not responsible for lost data. It is the student's responsibility to report any iPad problems as soon as they happen.

iPad Insurance

RCS students are very protective of their iPads and take good care of them. But, accidents do occasionally happen.

RCS is giving parents three options regarding iPad insurance.

First, parents may waive iPad insurance and accept full financial responsibility for the iPad, case, keyboard, cables, and charging station. In the event of breakage RCS will charge the parent the cost of the repair and in the event of theft or loss the parent will be charged full replacement value of \$600.00 for the iPad. Replacement of the protective screen will cost \$39.00, replacement of the case and keyboard will cost between \$110.00 and \$165.00 (depending upon the model), and the charging cables & hub are not included and cost \$55.00 for a total value of \$854.00.

Second, parents may purchase iPad insurance through RCS for a \$110 premium. This insurance will cover accidental breakage and theft for the iPad only, but will not cover loss of the iPad. In order to file an insurance claim for theft the parent and student must provide RCS with a copy of the police report. Until RCS receives a police report the iPad will be considered lost. The protective screen will still cost \$39.00 to replace and the case and keyboard will cost between \$110.00 and \$165.00. The deductible for the insurance will work as follows:

	Breakage	Theft
1st	\$0.00	\$50
2nd	\$25	\$100
3rd	\$50	\$200
4th	\$100	\$854
5th	\$200	\$854
6th	\$854	\$854

Third, parents may purchase iPad and case insurance for a \$150.00 premium. This insurance will cover the iPad just like option two, but will also provide a one-time case replacement in the event that the case or keyboard is damaged.

If a student breaks his/her iPad they are to take it to the Help Desk and fill out an incident report form in order to receive one of a limited number of loaner iPads. RCS will take the broken iPad to Apple and have it repaired. If the parent has chosen RCS insurance they will be charged the deductible listed above. If the parent has chosen to waive the RCS insurance the parent will be charged the price of the repair as determined by Apple. Students are to immediately report breakage, loss or theft of an iPad to the Help Desk.

iPads Left At Home

If a student leaves his/her iPad at home, s/he is responsible for getting the course work completed as if they had their iPad in hand. If a student repeatedly (3 or more times as determined by any staff member) leaves their iPad at home they will be assigned to Saturday Detention.

iPad Screen Care

The iPad screen can easily be damaged if subject to rough or inappropriate treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Do not lean on the top of the iPad. Do not place anything near the iPad that could put pressure on the screen. Do not place anything in the carrying case that will press against the screen. Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen. Do not drop the iPad. The iPad screen should only be cleaned with a soft, dry cloth, or anti-static cloth. RCS has purchased a protective screen cover to help minimize scratches; however because the protective screen is subject to the use habits of individual students, it is not covered by insurance nor will RCS replace the protective screen. If a protective screen needs to be replaced, RCS will charge the student full replacement value, currently \$39.00.

iPad Textbooks and Other Digital Content

Redwood Christian Schools does not necessarily endorse the content of iPad textbooks or other digital content from the standpoint of morals, philosophy, theology, or scientific hypothesis. We have searched diligently for the best books and digital content that are available and we feel this is the best we could purchase at the time. We are grateful when others find better books and then pass the information on to us.

Students are allowed to place digital content of their choosing on the iPad but all such content should be in agreement with Redwood Christian Schools philosophy. Redwood Christian Schools does not endorse the content which students place on an iPad and reserves the right delete any content which the administration deems inappropriate.

iPads Undergoing Repair

RCS will have a limited number of loaner iPads to issue to students when an iPad is checked into the Help Desk for repair. Loaner iPads are available on a first-come first-served basis.

iPads Left Unattended or Attended By A Friend

Under no circumstances should an iPad be left unattended or attended by a friend. Unattended areas include, but are not limited to: the school grounds and campus, the Canteen, the MPR, the computer lab, locker rooms, library, unlocked classrooms, office, or hallways. Any iPad left unattended is in danger of being stolen. If an iPad is found unattended or attended by a friend it will be taken to the Office, and the student(s) will be assigned Saturday Detention. Students should take their iPad with them (preferred) or lock the iPad in their locker. RCS is not responsible for items locked in student's lockers.

Managing Files and Saving Work

Students may save their work on the iPad and must back it up using a free backup service (such as unlimited storage on GoogleDrive or Dropbox). RCS is not responsible if a student loses his/her work due to not having a current backup. Students are allowed to determine their own file management systems.

Mobile Device Management (MDM)

Each iPad will be configured with Mobile Device Management profiles and Meraki apps. These profiles allow RCS to push apps, send notifications, track the location, place restrictions, and remotely erase the device. Students are not allowed to delete the MDM profiles from the iPad. If a student removes the MDM profile he or she will receive a Saturday Detention. RCS will be notified by an automatic email if a student deletes one of the MDM profiles.

Network Connectivity

RCS makes no guarantee that the wireless network will be up and running 100% of the time. If the network is down, RCS will not be responsible for lost or missing data. Faculty will exercise their discretion and make necessary adjustments to assignments and lesson plans in the event that RCS undergoes network connectivity problems.

Storing an iPad

When students are not using their iPads they should be kept with them (preferred) or locked in their lockers. When placed in a locker nothing should be placed on top of the iPad. Students will need to take their iPads home each night and charge them. iPads should never be stored overnight in a vehicle.

The New Frontier

Utilizing iPads in the classroom is the new frontier of education. RCS students and faculty are on the cutting edge of educational research and are committed to trying new and innovative teaching strategies. Teachers and students will be experimenting and looking for the best ways to utilize the iPad as a learning tool. Both students and teachers will be learning together and need to remain flexible throughout the school year as it becomes evident that changes are required in order to best implement iPads into the classroom.

iLearn@RCS iPad Expectations

RCS students are Responsible & Respectable Digital Citizens. RCS believes that our students will make God honoring choices with respect to the iPads and their digital lives. RCS has established the following list of 16 expectations:

- 1) iPads are part of the RCS curriculum and their purpose is to enhance learning. Students are not to use iPads for personal entertainment during class; they are not to play games, watch videos, listen to music, take pictures, send messages, or surf the web.
- 2) iPads are to always be in the protective case provided by RCS.
- 3) iPads are to be brought, fully charged, to school each day.
- 4) iPads are to be kept either on your person (preferred) or locked in your locker; they are not to be shared with or loaned to others.
- 5) iPads are not personal property, any content on the iPad is to be considered public domain, and iPads are subject to inspection by RCS personnel.
- 6) iPads are not to be used to secretly take pictures, videos, or recording of other students or faculty.
- 7) iPads are not to be used to engage “in an act of bullying, including but not limited to, bullying committed by means of an electronic act directed specifically toward a pupil or school personnel” (CA Education Code 48900, section r).
- 8) If you decide to use your own case, all graphics, slogans, sayings, drawings, images must align with RCS philosophy.
- 9) Problems with your iPad must be immediately recorded on the iLearn@RCS Schoology Course or reported to Mrs. Spade in person.
- 10) iPad training is a continuous process and is to be expected throughout the year.
- 11) iPad app history is to be cleared out before leaving each class.
- 12) When told “Screens Down” students will immediately close the iPad.
- 13) When told to “Double Click,” students will immediately show their app history to teachers.
- 14) When told “Hands Down,” students will immediately put their hands in their laps.
- 15) Students will only use their RCS email address when emailing teachers.
- 16) These expectations are subject to change and adjustment by RCS as the need arises.

As we continue to learn how best to utilize iPads, RCS reserves the right to change and/or add to the iLearn@RCS Expectations.

iLearn@RCS Frequently Asked Questions

Q: Who is responsible for the iPad?

A: RCS has purchased the iPad and RCS will maintain ownership of the iPad throughout the student's time at RCS. While RCS owns each iPad, students are responsible for the care and maintenance of the device. RCS will issue the same iPad to the student throughout their time at RCS and only provide one case during the student's duration. If a student needs a new case for any reason it is the student's financial responsibility. Students are only allowed to install RCS approved apps on their iPads. Approved apps are located in the RCS app catalogue. All apps and content installed on an iPad must be in agreement with RCS Christian philosophy. The RCS administration reserves the right to make the final determination as to the appropriateness of any app or content placed on an iPad.

Q: How will RCS cover the cost of the iLearn@RCS Initiative?

A: iLearn@RCS is funded through our operating budget, capital funds and future fund-raising efforts. Parents will be required to either purchase iPad insurance through RCS or to waive insurance and accept full financial responsibility, currently \$854.00.

Q: How did this plan come to fruition?

A: RCS completed the ACSI/WASC accreditation process in 2006 and one of the recommendations was for RCS to enhance the use of technology in the classroom. After many years of research (and light-speed changes in technology) the current plan came together.

Q: Will this affect the way teaching occurs in the classroom?

A: We believe that iLearn@RCS will transform teaching and learning in and out of the classroom. We will continue to use traditional teaching methods when appropriate and use 21st Century teaching methods when appropriate. The curriculum and student needs will be our priority as we determine how technology can best support learning in the classroom.

Q: Will the students be allowed to take the iPads home?

A: Once a student has been issued an iPad, he or she will use it at school and will also need to use it at home. Parents are encouraged to set parameters regarding iPad use at home. The iPad is a WiFi enabled device and capable of accessing the internet when wireless networks are available. Internet access is an important part of the functionality of the iPad. Student's internet access will be filtered when on campus but will not be filtered when connected to other wireless networks. Parents are responsible for filtering internet access when the student is not on campus.

Q: What if an iPad is lost or damaged?

A: The iPad is RCS property and is loaned to the student for the school year. Just as a student is responsible for a textbook, each student will be responsible for the iPad. RCS is providing parents the option of waiving insurance and accepting full financial responsibility, or purchasing an insurance premium for \$110 per year that covers accidental breakage and theft (but not loss of the protective screen cover, protective case, or charging cables or hub). If the iPad is lost, stolen, or damaged the student must fill out the appropriate report at the Help Desk in addition to a police report in the case of theft.

Q: Are iPads expected to replace text books?

A: Yes and no. Over the past three years RCS has been moving toward digital textbooks. Textbook publishers in conjunction with software writers are continuing to design interactive iPad textbooks that enhance education. We expect to use both digital and printed textbooks, whichever is more appropriate for the particular class. Digital texts provide many advantages to students of the 21st century. For example, reading about Neil Armstrong landing on the moon is one thing, but seeing a video clip of Neil Armstrong stepping on to moon is amazing.

Q: How will students' online safety be ensured?

A: RCS already has a firewall and internet filter in place; RCS teachers are well trained on classroom management and will be receiving ongoing training regarding managing a digital classroom. RCS will be able to review the history of any websites that students visit on campus. RCS will continue to work with and learn from other schools and implement the "best practices" to keep our students safe. It is the parent's responsibility to ensure online safety after the iPad has left campus. RCS recommends that parents implement an internet filter at home and/or requires the student to use a filtered mobile browser such as Safeeyes or Mobicip.

Q: Does a graduating student get to keep his or her iPad?

A: RCS owns the iPads and will collect them at the end of each academic year. The current plan is to refresh this technology every four years. In the future it may be possible for a student to purchase his or her iPad for the remaining value of the device but at this time RCS will maintain ownership of the iPad.

Q: What is the student going to be responsible for?

A: Students will be responsible for proper maintenance of the iPad at all times. This includes, but is not limited to: keeping the iPad in the protective case at all times, keeping the screen protector in good shape, keeping the screen free from scratches, maintaining the battery, ensuring that the battery is charged for the school day, keeping the iPad in a secure location at all times. Students will be held responsible for all content placed on the iPad and content in their RCS email account, including the history of visited websites. Students have no expectation of privacy for content on the iPad or their email account.

Q: Will the student be required to use the iPad at school every day?

A: Students will be required to have their iPads at school every day. The iPad needs be charged and ready for a full day's use. The teacher will manage the use of the iPad in the classroom. iPads may be used before school, at lunch, and after school for educational purposes. iPads will be permitted to be used during Chapel but only with the Bible app and note taking app.

Q: How will the iPad be synced?

A: Students can sync their iPads in different ways. RCS recommends students to sync to a free cloud service such as GoogleDrive. It is the students responsibility to set these syncing relationships up and to maintain a current backup of data. All content placed upon an iPad must align with RCS Christian philosophy.

Q: What happens if a student misuses the iPad?

A: As is the case with all technology, there is the potential for the iPad to be used in inappropriate ways. RCS will provide internet filtering for the device while it is on campus and teachers will monitor the device to ensure that it is used for schoolwork. Students will be held responsible for all content placed on the iPad checked out to them. Proper use of the iPad is explained in this handbook, during the “iPad Orientation,” by individual teachers, and is governed by the iLearn@RCS Student and Parent iPad Agreement and the RCS Acceptable Use Policy. Misuse at school will be handled according to the Student Handbook, iLearn@RCS Handbook, teacher rules, and administration discretion. Consequences of misuse will be determined by the RCS administration.

Q: What apps will be available?

A: The iPads will be loaded with the apps that Apple automatically installs and the “standard” RCS apps for educational purposes. All authorized apps are located in the RCS Catalogue.

Q: What content may students place on iPads?

A: All content placed upon an iPad must align with RCS Christian philosophy. RCS reserves the right to determine what is considered appropriate content and inappropriate content will need to be deleted by the student.

Q: How much will it cost if an iPad has to be reimaged?

A: The answer depends upon the reason. For example, if technical difficulties occur RCS will not charge for the iPad to be reimaged. However, RCS will charge the student \$25.00 if the iPad has to be reimaged due to improper use or if inappropriate apps, pictures, movies, music, or other content are installed. In the event of an iPad having to be reimaged, RCS does not accept responsibility for the loss of any software or documents deleted due to a reimage.

Q: How much will it cost if a student accidentally deletes a MDM profile?

A: RCS will charge the student \$25.00 if the MDM profile has to be reinstalled. The MDM profile is necessary for RCS to properly manage the iPad.

Q: How much will it cost if a student leaves his/her iPad unattended on campus?

A: If a student leaves his/her iPad by the lockers, on a shelf, in the canteen, or any other unattended location and it is found by a teacher or administrator, the iPad will be taken to the office and the student will be assigned to Saturday Detention and charged \$25.

Q: Can students share their iPads with others or loan their iPads to others?

A: No, students cannot share iPads. Students are responsible for ALL CONTENT placed upon the iPad issued to them. Students are not allowed to loan their iPad to friends, family, or classmates. In addition students should not ask for someone else to attend to their iPad. Students involved in sharing an iPad or loaning an iPad will receive a Saturday Detention and charged \$25.

Summary of Financial Motivations Created To Help RCS Students Live As Responsible & Respectful Digital Citizens

The following is a list of the financial incentives aimed at motivating students to make God honoring decisions regarding iPad usage:

- Unattended iPad - \$25.00 and a Saturday Detention
- Attended by a friend iPad - \$25.00 and a Saturday Detention
- Sharing or loaning an iPad - \$25.00 and a Saturday Detention
- Deleting the MDM Profile - \$25.00 and a Saturday Detention
- Installing an unauthorized app - \$25.00 and a Saturday Detention (per unauthorized app)
- Inappropriate use requiring the iPad to be reimaged - \$25.00 and a Saturday Detention
- Leaving iPad at home 3 times in a row - \$25.00 and a Saturday Detention
- Listening to music or watching movies during the school day - first time warning, each subsequent time \$25.00 and a Saturday Detention
- Replacement of the protective screen - \$39.00
- Replacement of the case –If you break your case, you are required to purchase a new one that has a keyboard, covers all four edges, and can lay flat. You have three options: purchase case insurance at the beginning of the year, purchase your own case (with has a keyboard, covers all four edges of the iPad, and can lay 180 degrees flat), or purchase a case from RCS.
- Replacement of the iPad - \$600.00

Concluding statement: As RCS continues to learn how best to utilize iPads the school reserves the right to change, add to, or delete from the iLearn@RCS Handbook, the iPad Expectations, the iLearn@RCS Student and Parent Agreement, and the Acceptable Use Policy for Students Using Technology.

Endnotes:

¹ Assessment & Teaching of 21st Century Skills. <http://act21.org>

² Prensky, Marc. "Digital Natives, Digital Immigrants." *On the Horizon* (MCB University Press, Vol. 9.5, October 2001).

³ Healy, Jane. *Failure To Connect*. New York: Simon & Schuster, 1999. Page 32.

⁴ The iLearn@RCS Technology Learning Goals for Students have been adapted from the International Society for Technology in Education (<http://www.iste.org>).

⁵ The iLearn@RCS Technology Learning Goals for Faculty have been adapted from the International Society for Technology in Education (<http://www.iste.org>).

⁶ The current value for all of the equipment checked out to students has been determined to be \$854.00 (which includes tax). RCS reserves the right to determine the value of all equipment based upon current market value in the event of repair, breakage, loss, replacement, or theft.

⁷ This handbook was revised on July 15, 2015.

iLearn@RCS Technology Agreements

Agreement 1: iLearn@RCS Student and Parent iPad Agreement

Name of Student (Print) _____ Signature _____ Date _____

Name of Parent/Guardian (Print) _____ Signature _____ Date _____

iPad Name: _____ iPad Serial Number: _____

Check to indicate you received: ___ iPad ___ Case ___ iPad Charger ___ iPad Charging Cable ___ Keyboard Charging Cable

Students and Parents: Please choose by initialing one of the following three options regarding insurance of the iPad issued to you:

Parent Student I choose to waive iPad insurance. I accept full responsibility for the iPad and will pay for all replacement costs if it is damaged, broken, lost, or stolen, as determined by RCS.

Parent Student I choose to purchase an iPad insurance premium through Redwood Christian Schools for the amount of \$110 per year. And initial below:

Parent Student **I acknowledge that this insurance does not cover loss of the iPad, the protective case, the keyboard, or the screen protector.** If I lose my iPad, or if I break the case, the keyboard, or screen protector I understand that I am financially responsible for the replacement. I can purchase my own case, one that protects all four sides and corners of the iPad, has a keyboard, and can lay 180 degrees flat, or one through RCS. Insurance does not cover charging cables.

Parent Student I choose to purchase an iPad and case insurance premium through Redwood Christian Schools for the amount of \$150 per year. And initial below:

Parent Student **I acknowledge that this insurance does not cover loss of the iPad or the screen protector.** If I lose my iPad or damage or remove my screen protector I understand that I am financially responsible for the replacement. If I damage the case or keyboard only one new case will be covered through Redwood Christian Schools. Insurance does not cover charging cables.

Please initial to indicate your agreement to and understanding of the following statements:

Parent Student

I acknowledge that RCS owns the iPad listed above, I am checking it out, I am responsible for its care and maintenance, and I am responsible for all content placed on it.

- _____ I acknowledge that I will receive a Saturday Detention and \$25 fine for each unauthorized app that I place on my iPad.
- _____ I acknowledge that authorized apps are located only in the RCS App Catalogue.
- _____ I acknowledge that I have no expectation of privacy regarding the iPad RCS has checked out to me or my RCS email address and both are subject to inspection at any time by RCS.
- _____ I acknowledge that I have read the iLearn@RCS handbook and I willfully agree to abide by it.
- _____ I acknowledge that I am responsible for all content found on the iPad that RCS has checked out to me and content found in my RCS email account.
- _____ I agree to follow all of the rules, regulations and stipulations of the iLearn@RCS program.
- _____ I acknowledge that if I choose to waive the optional insurance, I am financially responsible for the iPad if it is broken, lost or stolen, and RCS will charge me full repair or replacement value.
- _____ I acknowledge that I am financially responsible for the protective screen, the case, keyboard, and charging equipment provided by RCS and that RCS will charge me full repair or replacement value.

iLearn@RCS iPad Expectations – RCS Students are Responsible & Respectable Digital Citizens.

Please initial to indicate your agreement to and understanding of the following:

Parent Student

- 1) _____ iPads are part of the RCS curriculum and their purpose is to enhance learning. Students are not to use iPads for personal entertainment during class; they are not to play games, watch videos, listen to music, take pictures, send messages, or surf the web.
- 2) _____ iPads are to always be in the protective case provided by RCS or one that meets the requirements.
- 3) _____ iPads are to be brought, fully charged, to school each day.
- 4) _____ iPads are to be kept either on your person (preferred) or locked in your locker; they are not to be shared with or loaned to others.
- 5) _____ iPads are not personal property, any content on the iPad is to be considered public domain, and iPads are subject to inspection by RCS personnel.
- 6) _____ iPads are not to be used to secretly take pictures, videos, or recording of other students or faculty.
- 7) _____ iPads are not to be used to engage “in an act of bullying, including but not limited to, bullying committed by means of an electronic act directed specifically toward a pupil or school personnel” (CA Education Code 48900, section r).
- 8) _____ If you decide to use your own case, all graphics, slogans, sayings, drawings, images must align with RCS philosophy.
- 9) _____ Problems with your iPad must be immediately recorded on the iLearn@RCS Schoology Course or reported to Mrs. Spade in person.
- 10) _____ iPad training is a continuous process and is to be expected throughout the year.
- 11) _____ iPad app history is to be cleared out before leaving each class.
- 12) _____ When told “Screens Down” students will immediately close the iPad.
- 13) _____ When told to “Double Click,” students will immediately show their app history to teachers.
- 14) _____ When told “Hands Down,” students will immediately put their hands in their laps.
- 15) _____ Students will only use their RCS email address when emailing teachers.
- 16) _____ These expectations are subject to change and adjustment by RCS as the need arises.

Agreement 2: Acceptable Use Policy (AUP) for Students Using Technology

Technology Use Philosophy Statement

Redwood Christian Schools will provide access and instruction to students in the appropriate use of technology in an effort to improve student achievement and further the school's goal of producing truly educated students, "equipped for daily living and for eternal life" in the 21st century.

The Importance and Role of the Internet and Technology in Society and Education

Technology is a tool in education and a necessity in preparing students to responsibly engage and participate in the student and adult world. Technology must not be viewed as an end in itself. Technology is only valuable and efficient if it provides a means of improving and supplementing the overall goal of education. Technology will be used when appropriate for the exchange and gathering of information during class or as a part of homework. The ability of technological tools to gather data, manage information and create helpful learning environments is invaluable, but also can be overwhelming if one is ill prepared to use such tools.

Effective strategy for student research and classroom instruction to meet objectives

Students at RCS will have limited access to the internet for the purpose of conducting educational research, practicing curriculum skills, and communicating with parents/teachers/classmates. Students will conduct searches for primary and secondary source materials and will use various programs to show higher level thinking skills and to show competency in technology skills. To ensure the student's online safety a web-filter and firewall are utilized by the RCS IT Department.

Internet access and the use of computer networks is a privilege

Because using the Internet or computers is a privilege each student will be given a username and password to their own account. The RCS IT Department can monitor this account at any time and students have no expectation of privacy regarding any digital content they create or view while on a school computer. Students who use school computers inappropriately will lose this privilege and face other consequences as determined by the RCS administration.

Technology Learning Goals: Students will be able to

1. Recognize and use computer vocabulary (i.e. megabyte, gigabyte, hardware, software, etc.).
2. Utilize basic and universal computer functions (accessing hard drives, CDs, DVDs, flash drives and other USB connected devices, saving files to, and retrieving files from hard drives, CDs, DVDs, and other external memory devices).
3. Be able to have the opportunity to learn proper typing on a standard computer keyboard.
4. Correctly format (font, margins, tabs, line spacing, centering, size, style, etc.) different types of a documents: paragraph, essay, and research paper.
5. Utilize available software, either installed locally or on the school network.
6. Efficiently and safely use the internet for research.

The RCS AUP is in compliance with the Children's Internet Protection Act (CIPA)

RCS uses the services of an Internet filter system to protect students from material that is harmful and deemed inappropriate on the Internet and to monitor network traffic. Additionally, while students are using the computers there will be a staff member in the vicinity to monitor proper use of the computers to protect students from potential harm and/or illegal activity.

Students are allowed to conduct electronic network-based activities that are classroom and educationally related. Additional privileges for personal enrichment and communication are permitted as long as the student is not currently in class.

Students are not permitted to obtain, download, view, or otherwise gain access to "inappropriate matter," which includes material that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive, destructive, sinful, or otherwise objectionable under current RCS policy and/or legal definitions. Such behaviors can result in revocation of privileges, access to school computers, and other consequences as determined by the RCS administration.

Examples of unacceptable behavior(s) that can result in loss of privileges and other consequences include:

- damage to, or theft of, system hardware or software;
- alteration of system hardware or software;

- placement of unlawful information, viruses or harmful programs on or through the computer system;
- entry into restricted information on systems or network files in violation of password/account code restrictions;
- unauthorized disclosure of any information about oneself or others;
- sharing of private information with “digital citizens” on the Internet;
- using another person’s name/password/account to send or receive messages on the network;
- violation of other users’ rights;
- use or dissemination of personal information regarding minors, oneself, or any RCS personnel;
- use of the network for personal gain or commercial purposes;
- use of technology “in an act of bullying, including but not limited to, bullying committed by means of an electronic act directed specifically toward a pupil or school personnel” (CA Education Code 48900, section r).

RCS will provide age-appropriate training for students who use technology and the Internet at school. The training provided will be designed to promote the school’s commitment to: 1) the standards and acceptable use of Internet services as set for in the AUP, Technology Plan, and student handbooks; 2) student safety with regard to safety on the Internet, appropriate behavior while online, on social networking websites, and in chat rooms; 3) bullying and cyberbullying awareness and response; and 4) compliance with the Children’s Internet Protection Act (CIPA) and E-rate funding requirements.

Internet Etiquette and Privacy

RCS students are Responsible & Respectful Citizens of the 21st century. They are expected to abide by the generally accepted rules of electronic network etiquette. Examples of appropriate digital citizenship include but are not limited to:

1. Being polite and using appropriate language, etiquette, and decorum. Refusing to use or send abusive, insulting, harassing or threatening messages to others or use vulgar, obscene, or libelous language.
2. Protecting private, personal information of oneself and others. Refusing to reveal or send telephone numbers, addresses, or other personal, private information about oneself or others.
3. Maintaining network security. Refusing to engage in any activity that would cause damage, disrupt, or prohibit the use of the network by oneself or other users.
4. Recognizing that all communications and information are public when transmitted via technology and may be viewed by others and that the RCS IT Department can monitor all such communication. Refusing to participate in any communication that may be deemed hurtful, harassing, threatening, or mean.
5. Using the RCS technology for lawful purposes. Refusing to participate in unlawful activities.

Inappropriate use of RCS technology will not be tolerated and is prohibited. The RCS administration reserves the right to determine the consequences for inappropriate use.

While RCS is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. RCS may not be held responsible for any damages including the loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user’s errors or omissions. The use or distribution of any information that is obtained through the information system is at the user’s own risk. RCS specifically denies any responsibility for the accuracy of information obtained through its technology services.

Concluding statement: As RCS continues to learn how best to utilize technology in the classroom the school reserves the right to change, add to, or delete from these Technology Agreements.

Name of Student (Print)	Signature	Date
Name of Parent/Guardian (Print)	Signature	Date