

iPad Policy

Shujitsu Elementary School



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iPads at Shujitsu Elementary School

Equip students for the future

Overview

The purpose of the iPad program at Shujitsu Elementary School is to provide the tools and resources for 21st Century learners. Increasing access to technology is a continuous but essential process to equip students for the future. One of these technologies at the time of writing is the iPad.

At Shujitsu Elementary School, every student is equipped with an iPad for academic use. The devices provide an easily accessible medium to obtain information, present results and collaborate on projects; with direct influence into increasing communication, creativity and collaboration.

Our children live in an increasingly technology-driven generation where they are surrounded by knowledge that is easily accessible at their fingertips. Students need to be nurtured to utilize this resource effectively and to question information available to them to make informed decisions by differentiating between information that is credible and those which are not.

As the global education scope evolves to include educating students to be responsible Digital Citizens, students need to learn about digital etiquettes, responsibilities and ethical usage of technology. Students will need to face challenges like “What to share and when to share?”, “Understanding Privacy and Digital Security”, “How to collaborate on a global scale?”, “What is Intellectual Property and Copyright?”, “Problems with Digital Communication” among many others.

Developing the critical skills and tools that children will use to excel in the future that they choose is an important goal at our school. Following the mantra of Shujitsu’s “Authentic Education”, we believe that the most effective way to learn and overcome the challenges above is through practical experience.



ROLES AND RESPONSIBILITIES



STUDENTS

Use devices responsibly to support learning.

Develop proper digital citizenship etiquettes.

Discover creative ways to digitally enhance learning.



FAMILIES

Be effective digital role models for children.

Be involved and updated on how children are using technology.

Set proper technology guidelines at home.



TEACHERS

Create meaningful learning opportunities to apply and develop digital literacy.

Ensure a safe and secure digital learning environment.

Be proactive in discovering the uses of technology in education.



MANAGEMENT

Stay updated on global EduTech advancements.

Provide EduTech development opportunities and support for teachers.

Ensure school's EduTech policies and facilities are current.

Usage Guidelines

All teachers and students are expected to follow the guidelines stated in this document when using the devices. It is the teachers' responsibility to enforce the rules and take the necessary actions should there be a misconduct.

Primary Usage Rules



Do not touch another student's iPad without the teacher's permission.
先生の許可なく、他の人のiPad にさわりません



Do not record photos, video or audio of people without the teacher's permission.
先生の許可なく、他の人の動画や写真を撮ったり、録音をしたりしません。

When using devices, students promise to:

- Follow the Classroom Rules set by the teacher.
- Stay on task and be aware of the “off task” consequences.
- Check with the teacher before sharing anything online.
- Use the iPad as a Learning Device
 - Documents, Photos, Videos and Music stored and used on the iPad must be for educational use only.
 - Applications installed on the iPads should be for educational purposes.
 - Request for specific applications should be directed to the network administrator of the school.
- Do not attempt to change or remove any settings built into the iPad.
- Keep to the Digital Citizenship Etiquettes (refer to Page 8)





Usage at School

Subject to **teachers' discretion and approval** with regards to the school curriculum and environment, students will be able to use devices to enhance and support their learning throughout the school schedule within the school compounds.



Subject Areas

Homeroom
English Rooms
Art Room
Home Economics Room
Science Room
Music Room
Arena



Non-Subject Areas

Library
Multi-purpose Rooms
Broadcast Room
Lunch Room
School Playground
After-School Room



Time and Schedules

Lesson Time
Shujitsu Time
Morning Recess
Before Morning Meeting
After-School

Usage during the 10 minute break
between lessons is not permitted.



Shujitsu Elementary School uses Seesaw for Schools as a platform for:

- Students' Digital Portfolio
- Parent Communication

Frequency and extent of use is decided at a grade level at the beginning of the school year.





Device Care and Storage



- Students' are responsible for getting their iPads from the iPad cart before the morning meeting.
- Devices must be stored **appropriately** when not in use.
- Students are to ensure that the iPads are returned to the cart and plugged in for charging before they leave school.
- Students are responsible for the care of the iPads assigned to them.

- Handle the iPads with care and respect.
- Place the iPads into the correct slot.
- Never leave the iPads unsecured.
- Never lend out the iPad to another person without teacher permission.
- Keep food and beverages away from the iPad.
- Don't put anything on top of the iPads.
- Ensure devices are sufficiently charged.
- Report any damage immediately.





Usage at Home

With management's approval, students will be able to use the devices at home for continuous learning.



Guidelines

- Parents should support students in connecting to the home Wi-Fi.
- Students are responsible for checking and completing tasks.
- Devices are only to be used for school-related tasks.
- Ensure that devices are properly charged on a daily basis.
- Devices are only to be used at home.
 - An exception to this rule is under parent supervision upon.
- Do not change settings or tamper with device management policies.
- Students will not be able to access YouTube.
- Devices should only be used by the student (no siblings or allowed).



Information

- Basic network filtering is in place.
- If the device is lost or broken, contact the school immediately (07056718328) to activate "Lost Mode".
- Labels on the devices are not to be removed.
- If in doubt, contact the school.



Lost Mode

When a device is reported lost:

- Device will be locked.
- Contact information will be displayed on screen.
- A sound will be played through the device.
- Last known GPS location will be reported.

適切な言葉遣いを心がけ、積極的にコミュニケーションをとりましょう。

Use proper language and communicate constructively.

オンライン上のマナーは、日常のマナーと同じです。

Remember that manners online are the same as manners in daily life.

相手の気持ちを考えた言動を心がけましょう。

Treat others the way you'd like to be treated.

決まりを守り、協力して、活動しましょう。

Support and protect yourself and those around you.

プライバシーを守りましょう。

Respect other people's privacy.

適切な内容であるかを見極めてから情報を発信しましょう。

Be careful of what you share.



学びを広げることができるように、iPad から得られる情報を正しく、そして有効に活用しましょう。

Use the resources you have for good outcomes and improvements.

オンライン上の情報が正しいかどうかを注意深く考え、判断しましょう。

Evaluate the accuracy of the information you find or share online.

著作権を守りましょう。

Don't steal other people's work.

Image Credit: Aimee Larson



Consequences Protocol

Students and parents are to be aware that the iPad program at Shujitsu Elementary School is a privilege and any violations as written and stated in this iPad policy may result in the loss of privilege.

Off-Task Consequence

Students, parents and teachers are made aware of the following off-task consequences.



やくそくが守れないと...

If you break the Agreements...

- ・ 2回注意して聞けない時は 5分間使用禁止
iPad removed for 5 minutes after 2 warnings.
- ・ 使用禁止のあとまた注意されたら その時間は使えません
iPad removed for that lesson, if warning is given again.
- ・ 週に3回使用禁止になったら お家にお手紙でお知らせ
If the iPad is removed 3 times in a week, a letter will be sent home.
- ・ 学期中に3回お手紙 その学期は使えません
If 3 letters are issued in a term, iPads is removed for the rest of the term.

Intentional Damage

Should the devices be intentionally damaged by a student, the parent or guardian of the student will be called in to meet with the principal. Penalties will be decided on a case by case basis.



Data Security and Privacy



- Software and platforms used conform to domestic and international standards of student privacy.
- Latest security fixes are deployed.
- School environment and community expectations for data security and privacy will be monitored.

※ Shujitsu Elementary School reserves the right to perform periodic inspections of students' accounts on school devices in order to maintain security and standards.



Password Policy

- Students are taught to be responsible for remembering their passwords and keeping it private.
- Students must inform their teacher immediately if they find out that their privacy has been compromised.
- Teachers are able to reset a student's password from within the Apple Classroom App.

