



Arlington
Public
Schools



Personal Device Handbook

For APS Families

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OVERVIEW

Once fully implemented in Fall 2017, the personal device initiative will provide each student in Grades 2 through 12 with a device for their educational use at both home and at school throughout the school year and during the summer months. These devices enrich the learning environment and offer teachers an additional resource with which to provide quality instruction for students. In a highly technological world, it is critical that students learn to be responsible, ethical users of technology. This handbook outlines many of these responsibilities. APS is eager to work in partnership with families to guide students' responsible use of technology as they grow into informed, ethical users.

PERSONALIZED LEARNING

WHY DOES APS HAVE A PERSONAL DEVICES INITIATIVE?

The initiative is rooted in the district's mission: "Arlington Public Schools instills a love of learning in its students and prepares them to be responsible and productive global citizens." To prepare students for an ever-changing world, APS recognizes the need to engage students in 21st Century learning experiences. Toward that end, and in alignment with the 2011-17 APS Strategic Plan, APS is committed to fostering personalized learning experiences where each student is challenged and engaged in relevant and meaningful learning.

WHAT IS DIGITAL LEARNING?

As the number of digital resources proliferates, so too do opportunities for students to engage in learning that takes place beyond the walls of a traditional classroom. Digital learning aims to embrace these resources and facilitate learning through the use of technology. By providing students with personal devices, content instruction can be delivered in new ways that were not previously possible.

WHAT IS PERSONALIZED LEARNING?

Classrooms that embrace personalized learning are student-centered. The teacher's role is one of facilitator as opposed to the gatekeeper or transmitter of knowledge. Teachers spend time guiding students in analyzing, applying, and synthesizing information. Personalized learning occurs when students are challenged to think critically and use higher order thinking skills. Engagement and motivation are increased as students are allowed more opportunities to take control of their learning; they are offered more voice and choice in how they consume content, and how they demonstrate their learning.

WHAT ROLE DO PERSONAL DEVICES PLAY IN PERSONALIZED LEARNING?

Personal devices offer students and teachers new tools that opens up learning opportunities. Personal devices can be used to allow for flexible pacing to design learning experiences that reflect the needs and interests of individual students. They also enable teachers to gain instant access to data that provide insights into students' understanding and to correct any misconceptions. Teachers can offer immediate feedback to students so they can improve their understanding of the content and effectively apply that knowledge. This access to data also allows teachers to adjust teaching in the moment to address identified needs. For example, teachers may shift instructional strategies, offer re-teaching, or accelerate/decelerate their pace. With collaboration tools, students and teachers are able to communicate easily, both within the classroom and outside of school. Students explore creative ways to solve problems, express their ideas, generate new learning, and develop skills to work as part of a team in the classroom as well as virtually. These are the skills needed for success in college and careers in the 21st Century and APS is proud to provide all students equal access to these high-quality learning experiences as we prepare them for their lives beyond high school.

STUDENT PRIVACY

APS takes its responsibility to safeguard students' personal information very seriously. Best practices require that educators use data to improve student achievement in school. At the same time, we recognize that we have a responsibility to maintain the privacy and security of all student data, especially when the data are personally identifiable. Therefore, APS only collects, stores, shares, and uses data that will support student learning and APS operations. In instances where student information needs to be accessed, those individuals who are given access are required to handle the data in a legal, responsible, and ethical manner. APS strictly adheres to the federal, state, and local laws to safeguard the personal information of every student, including the Family Educational Rights and Privacy Act (FERPA) and the Children's Online Privacy Protection Act (COPPA). Any APS contracted providers who need access to student data also must agree to comply with FERPA and COPPA standards before access is provided.

For more information about educational records and APS policies and procedures see the APS PIP 45-2:

<http://www.apsva.us/Page/3167>

For more information, FERPA and COPPA regulations can be found in their entirety here:

www.2.ed.gov/ferpa and www.coppa.org

BUILDING RESPONSIBLE DIGITAL CITIZENS

DIGITAL CITIZENSHIP AND INTERNET SAFETY

APS developed a curriculum for students at all grades, beginning in kindergarten, to help them learn how to be responsible, ethical, and safe citizens online. We are grateful for the guidance provided by families, teachers and the APS Digital Learning Steering Committee in the development of this curriculum. The curriculum has been adapted from the work of Common Sense Media. There are eight areas of focus that are revisited at developmentally appropriate levels in Grades K-2, 3-5, 6-8 and 9-12:

1. Internet Safety
2. Privacy and Security
3. Relationships and Communication
4. Cyberbullying
5. Digital Footprint and Reputations
6. Self-image and Identity
7. Information Literacy
8. Creative Credit and Copyright

Schools will ensure that their students receive the curriculum identified for their grade level and will decide who is best positioned to deliver this content. While not every teacher may be delivering the content, all teachers must understand what is in the curriculum so that the concepts can be continually integrated into daily instruction. Students must understand that digital citizenship and internet safety is an important part of the fabric of each school. Families are encouraged to explore these topics together at home. Common Sense Media is a free resource that families can use to initiate these kinds of conversations and help children navigate through our increasingly complex digital world.

For more information, visit Common Sense Media at: <https://www.commonsensemedia.org/educators/family-tip-sheets>

FILTERING

The digital citizenship curriculum helps students to make good decisions when they are online both at school and at home. APS also filters online content at school that is deemed inappropriate for the school environment. Devices are configured to filter internet content even when being used on a network outside APS. The categories of blocked internet sites are based on input from school, library, and central office staff and in compliance with the Children's Internet Protection Act (CIPA) and the Code of Virginia. Network Infrastructure Services, in the Department of Information Services, manages the filtering software.

BE A RESPONSIBLE USER OF YOUR DEVICE: GUIDELINES FOR STUDENTS

Each device is the property of APS and is intended for use only by the student to whom it is assigned.

BEHAVE RESPONSIBLY AND RESPECTFULLY

All students should:

- Be respectful and appropriate in your comments and in written text while using your device.
- Log into your personal account(s) and only use your assigned device.
- Be sure not to share your personal log-in with anyone else.
- Use pictures and videos, whether captured on the device or downloaded, only to benefit learning.
- Only use lock screen and wallpaper images that are appropriate.

Distribution of inappropriate images, videos, & files, whether captured on the device or downloaded, is prohibited.

Student devices may be inspected at any time by APS personnel. If inappropriate content is found on the device, it will be deleted and disciplinary action may be taken by the school administrators.

USE AND CARE

Students should bring their fully-charged devices to school each day. Powering down the device when not in use will help to avoid additional battery use, and dimming the screen brightness also helps to extend battery life. Students are encouraged to keep their devices protected with a sleeve or protective case.

The following recommendations should help students reduce the chances of loss and or damage:

- Students should not leave their devices unattended.
- Devices should not be left in visible sight in a vehicle; also, they should not be left in a vehicle for an extended time or overnight.
- Avoid scratching or marking the screen.
- Do not insert foreign objects (pens, paper clips) into the device.
- Heavy objects should not be placed on the device.
- Avoid eating or drinking near the device.
- When not in use, shut down the device or put it in sleep mode.
- Only use proper cleaning methods: wipe lightly with a clean, soft cloth; do not use water or cleaning solutions on the screen.
- Devices are vulnerable to humidity and extreme temperatures (above 95°F, below 50°F). Keep them away from bathrooms, saunas, or indoor pools where humidity is often high.
- Devices should be stored in a cool, moisture-free environment (less than 90°F).
- Use only the accessories specifically made for your device.
- Students should report any technical problems as soon as possible to their school's Instructional Technology Coordinator (ITC).

APS ACCEPTABLE USE POLICY (AUP)

Every student must sign the Acceptable Use Policy (AUP) at the start of each school year. At the elementary level, teachers have a summary of the agreements on a poster for all students in the class to sign following a discussion of its content. The poster should remain on the classroom wall for the entire year for easy reference. At the middle and high school levels, students are asked to electronically sign the AUP after completing the Internet Safety/Digital Citizenship curriculum. All teachers are responsible for ensuring that their students have signed the AUP.

A copy of the AUP can be found on the APS website at <http://www.apsva.us/Page/3167>. Basic expectations for behavior outlined in the AUP are re-emphasized here:

- **Be Kind.** We expect students to conduct themselves online with the same level of sensitivity, etiquette, and respect as is expected in person. Students should ask permission before posting photos or videos of fellow students. All incidents of cyberbullying, harassment, racist or sexist language, or other inappropriate use will not be tolerated and will be handled in accordance with APS Policy 25-1.3 Discipline.
- **Be Aware.** Always assume the information you send or post may be viewed by people for whom it was not intended; do not assume your message will be private. If any messages, photos, or videos are posted without your permission, ask a teacher or administrator for help.
- **Be Safe.** Do not provide any personal or confidential information, such as your address, phone number or age, to others over the internet. Never agree to meet a person who you “met” online. Notify your parent/guardian and teacher if a stranger attempts to meet or contact you.
- **Be Ethical.** Refuse to engage in any activity on a computer or mobile device that violates school rules or local, state or federal laws. This includes plagiarism, violation of copyright laws, illegal downloads of software, music or movies, unauthorized scanning of images or documents, etc. In addition, should you become aware of any violation of this policy, it is your responsibility to report it to an administrator.

WAYS FAMILIES CAN SUPPORT STUDENTS

- Read and discuss with your child the section of this handbook outlining how to be a responsible and respectful user of the personal devices.
- Review the AUP with your child.
- Monitor your student's use of the device when not at school.
- Ensure the device is properly cared for when the student is away from school.

GUIDELINES FOR USE OF PERSONAL DEVICES

Expected Use

Personal devices are one of many tools utilized to enhance the educational experience of APS students. Best practice requires teachers to employ a variety of instructional strategies and tools to engage students in learning. Teachers will use their professional judgment when evaluating the most effective ways to incorporate the devices and meet the educational needs of students. As with any new tool, it will take time for the technology to become an integral part of every teacher's instructional practice.

Screen Time

Students are exposed to all kinds of screens in today's world including televisions, cell phones, iPads, and computers. We want to help students learn healthy habits in balancing how they use their time. Students will use technology at school when it is determined by the teacher to enhance or transform the learning for the student. Teachers establish classroom expectations for use when there is a defined purpose for technology use. Other times may be designated as "tech free" times. We understand that screen time takes many forms: reading a book or playing an educational game is very different than watching videos or playing a game for entertainment.

Families interested in learning more about the use of technology with young children may be interested in these resources:

The American Academy of Pediatrics (AAP) statement regarding children and media.

<https://www.aap.org/en-us/advocacy-and-policy/aap-health-initiatives/Pages/Media-and-Children.aspx>

The National Association for the Education of Young Children (NAEYC) joint position statement with the Fred Rogers Center for Early Learning and Children Media at Saint Vincent College providing guidance on the use of technology and interactive media as tools in early childhood programs.

http://www.naeyc.org/files/naeyc/file/positions/PS_technology_WEB2.pdf

Use of devices during unstructured time including lunch and recess

APS advocates that students use recess as an opportunity to be physically active and to socialize with their peers. While students may be asked to use their device to accomplish a specific educational task outdoors, generally devices should not be taken outside during recess. Students should not eat or drink anything near their devices.

APPLICATIONS/SOFTWARE

APS provides applications to support instruction including, but not limited to, word processing, spreadsheets, and presentation software. APS staff members review potential applications and make them available to schools if they choose to add them to any or all of their student devices. Some applications may not be available to all students due to restrictions by grade level and/or content area.

The list of available applications are continually updated as new applications are found to serve instructional needs across the county. However, we recognize that no single application, software, or feature of the device will personalize learning for every APS student. Therefore, schools may opt to add additional applications based upon identified instructional needs. Schools follow a process to ensure applications and software comply with COPPA and FERPA before adding them to devices.

INTERNET ACCESS

LOW-COST INTERNET SERVICE PROVIDERS

Low-cost broadband internet plans have been created by public-private partnerships to bring high-speed, wireless internet access to those who cannot afford typical more expensive plans. Check with your local internet service providers to see if they offer such assistance.

APS does not endorse any internet service provider.

QUESTIONS/CONCERNS

For questions or concerns regarding your student's experience with personal devices, contact the main office in your home school. For questions of concerns regarding curriculum or program delivery, contact the Office of the Assistant Superintendent for Instruction. Additional information can be found on the APS Digital Learning webpage: <http://apsva.us/digitalllearning>

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