

Elementary Classroom Expectations and Commitments

This document outlines the major areas of agreement for the use of elementary classroom iPads. It contains the commitments District Technology Services (DTS) will honor to ensure the highest quality support and service for teaching and learning with technology. It also outlines expectations for classroom teachers as part of the Learning Technology Plan (LTP).

The devices referenced in these expectations and commitments are those specifically assigned to an elementary classroom, currently a classroom set of iPads, charging cabinet, and accessories.

Maintenance & Care

1. Storage and Charging

- a. Teachers are expected to store and secure their classroom set of iPads when not in use.
- b. Teachers are expected to keep the iPads in a charged state and to follow best practices for charging and long term storage.
- c. Teachers are expected to provide access to their classroom set for annual inventory updates.

2. Reporting of damage, loss and technical issues

- a. Teachers are expected to report damaged iPads or technical issues to DTS via a work order as soon as possible.
- b. Teachers are expected to report lost or missing iPads to their school administrator or designated LTP support person immediately.
- c. DTS commits to replacing or repairing any classroom iPads including technical support issues in a timely manner.

3. Care and Maintenance

- a. Teachers are expected to keep all classroom iPads in the district-provided case.
- b. Teachers are expected to complete basic care and maintenance tasks including updates and cleaning.

Device Operations and Instruction

1. Basic Operation Teacher & Student

- a. Teachers are expected to instruct students in how to manage their data on shared iPads.
- b. DTS commits to providing classrooms with tools to assist in managing student accounts on shared iPads.
- c. DTS commits to providing a suite of creativity and productivity apps and to provide a process for schools to request additions to the district app suite.

2. Student Data Privacy

- a. Teachers are expected follow district policy and state and federal law regarding student data and privacy rights in the selection of apps, websites, or services to use in the classroom outside of those provided by the district. If in doubt, teachers are expected to work with school administration, DTS, and the Instructional Technology team prior to use.

3. Digital Citizenship

- a. Teachers are expected to plan opportunities for students to learn the basics of digital citizenship and to model appropriate use, safety and security of personal information, media habits and fair use on an annual basis.

4. Instruction

- a. Teachers are expected to use best instructional practices while providing students standards based experiences that supplement classroom instruction.
- b. The Instructional Technology Coordinator team commits to providing learning opportunities for teachers on the use of classroom iPads.