Staff 1:1 Handbook
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### App Request Procedures

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<th>Step 1</th>
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<th>Step 3</th>
<th>Step 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit Request Form</td>
<td>Submit Online Request</td>
<td>Committee Review Process</td>
<td>App Approval and Installation</td>
</tr>
<tr>
<td><strong>Fill out the iPad App Request Form in its entirety, and have it signed off on by your building administrator. This form must include the number of installation requests, the classroom purpose of the app, as well as where the funding will come from. If it is approved, the process moves on to step 2.</strong></td>
<td><strong>If the App request is approved at the school level, an online request must be submitted via the ticketing system. This request must include a scanned copy or image of the signed iPad App Request Form. Once received electronically, it moves on to step 3.</strong></td>
<td><strong>The application requests will be reviewed by a validation committee in order to ensure that it meets curriculum and safety requirements. If approved, it moves on to step 4.</strong></td>
<td></td>
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<tr>
<td><strong>If the App has been approved for purchase and/or use, it will be installed on the requested iPads or placed in the self-service app area.</strong></td>
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Procedures for New Enrollees, Transferring Students, & Withdrawing Students

iPad Request Procedures for New Student Enrollment

Step 1: Upon enrollment by a parent/guardian, the school registrar will fill out the New Student Enrollment iPad form.

Step 2: The registrar will prompt the parent/guardian to fill out the online Deployment Packet Sign-off Form while enrolling their student.

Step 3: Once the New Student Enrollment iPad form is completed, a technology ticket should be submitted with the form attached.

Step 4: Once a technology ticket (including the New Student Enrollment Form), a technology staff member will assign an iPad to the new student and deliver it to the school.

Procedures for Retrieving an iPad from Withdrawing Students

Step 1: Students who withdraw or terminate enrollment at Gordon County Schools must return their individual school iPad and charger on the date of termination/departure.

Step 2: If a student fails to return the iPad and charger at the end of the school year or upon termination of enrollment at Gordon County Schools, the student issued iPad will be placed in “lost mode” and will be unusable. A message will be displayed on the screen stating that the iPad must be returned to the school in which the student withdrew.

Step 3: Upon student withdrawal by a parent/guardian, the school designated representative will fill out the Student Withdrawal form and submit a technology ticket with the Student Withdrawal form attached.

Step 4: The technology department will collect the iPad and charger from the designated school representative once a technology ticket is submitted.

Procedures for Retrieving an iPad from Transferring Students

Step 1: Students who transfer from one Gordon County School to another must return their school iPad and charger on the date departure from the originating school.

Step 2: Upon student transfer by a parent/guardian, the school designated representative will fill out the Student Withdrawal form and submit a technology ticket with the Student Withdrawal form attached.

Step 4: The technology department will collect the iPad and charger from the designated school representative once a technology ticket is submitted and transport the iPad to the new school.
New Student Enrollment iPad Request Form

This form is used to request an iPad for a newly enrolled student.

Student Information

Last Name ___________________________ First Name ___________________________

School in which the student is enrolling:
____________________________________________

Enrollment Date (__/__/____)

Did this student transfer from another Gordon County School? Yes  No

If yes, please indicate which Gordon County school the student previously attended:
____________________________________________

iPad Insurance and Parental Consent Form Information:

Parent/Guardian filled out the online Deployment Packet Sign-off Form:

Yes  No

Parent/Guardian paid the iPad insurance fee upon enrollment:

Yes  No
Withdrawing Student iPad Form

This form is to be used when a student withdraws from a Gordon County School

Student Information

Last Name________________________________________ First Name __________________________

School in which the student is withdrawing:
__________________________________________________________

Withdrawal Date (___/___/____)

Is this student transferring to another Gordon County School? Yes No

If yes, please indicate which Gordon County school the student is transferring to:
__________________________________________________________

iPad Insurance and Parental Consent Form Information:

Parent/Guardian filled out the online Deployment Packet Sign-off Form:

Yes No

Parent/Guardian paid the iPad insurance fee:

Yes No

If yes, list the date in which the iPad insurance was paid: (___/___/____)
Procedures for Requesting a Replacement Devices

**Step 1:** In the event that an iPad has been damaged and needs to be repaired, the iPad Temporary Replacement form must be filled out.

**Step 2:** If it is a student iPad, the homeroom or advisement teacher should assist the student with filling out the form.

**Step 3:** Any temporary replacement form filled out should be submitted as an attachment to a technology ticket.
# Temporary Equipment Replacement Form

This form is used to request a temporary replacement due to damages or other malfunctions of the device.

## User Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Location</th>
<th>Date (<em><strong>/</strong></em>/____)</th>
</tr>
</thead>
</table>

## Summary of Damages:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Was this a result of an accident or negligence? __________________________

Signature __________________________________________________________

## Equipment Description

<table>
<thead>
<tr>
<th>Damaged Device Check In</th>
<th>Quantity</th>
<th>Device I.D.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
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</table>

<table>
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<tr>
<th>Replacement Device Check Out</th>
<th>Quantity</th>
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<tbody>
<tr>
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</table>
Elementary iPad Discipline Plan

General Use-
Technology is a vital part of education. In an effort to promote learning and expand our resources our district has begun the 1:1 initiative. We want to promote educational excellence and innovation into our classrooms.

Access to this technology is a privilege, not a right. With this privilege comes responsibility to access this technology in a useful, meaningful, and appropriate manner.

Traffic Light System-
Red- Devices are not in use at all. Students are listening to direct instruction of the teacher. Devices can be out, but should be face down on desk/table.
Yellow- Devices may be out, but not in use. Students are still listening to teacher.
Green- Devices are in use, we are using iPads for learning and we are on task.

Disciplinary Offenses- Classroom Offenses, Minor Offenses, Major Offenses
Classroom Offenses-
Improper use of device during instructional time (ie. using the iPad for something other than what the teacher is instruction you to use it for.)

Unauthorized use of device- using it without permission at all

Consequences of classroom offenses-
- 1st time- warning, clip down/loss of dojo points
- 2nd time- loss of incentive bucks, classroom restriction of iPad for remainder of period/day
- 3rd time- classroom restriction and parent contact
- 4th time- lunch detention and referred to administration

Minor Offenses-
Forgetting iPad at home, not having device charged and ready for use, taking pictures/videos at home that are not related to the device’s educational use

Consequences of minor offenses-
- 1st time- warning
- 2nd time- loss of incentive bucks/dojo points, parent contact
- 3rd time- parent contact, lunch detention, loss of warrior bucks
- 4th time- parent contact and referred to administration

Major Offenses-
- Sending, transmitting, accessing, uploading, downloading, or distributing obscene, offensive, profane, threatening, pornographic, or sexually explicit materials.
- Purposeful vandalism of your device or another student’s device.

Consequences of major offenses-
- 1st time- parent contact, loss of incentive bucks/points, and loss of ability to take the iPad home and/or use the iPad at school.
- Repeat offenses will result in same consequences as 1st offense, but amount incentive bucks/points and time will increase for the amount of time iPad privileges are suspended.
Middle/High iPad Discipline Plan

Disciplinary Offenses- Classroom Offenses, Improper Use, Major Offenses

Students will adhere to the Acceptable Use Guidelines and Best Practices. These are in place to describe proper classroom use of the iPad.

Classroom Offenses-
- Messaging, unapproved or inappropriate airdropping, unapproved or inappropriate use of the camera for pictures and video, and off task behavior will be viewed, at the very least, as a classroom disruption.
- Improper use of device during instructional time i.e. using the iPad for something other than what the teacher is instruction you to use it for
- Unauthorized use of device- using it without permission at all
- Coming to class unprepared (without the iPad)

Consequences of classroom offenses-
- The consequences will follow the teacher’s classroom discipline procedures.

The misuse of technology, depending on the circumstances, could become a much more serious issue. Improper use of the iPad could include but are not limited to:
- Violations of the Acceptable Use Guidelines and Best Practices
- Violations of any school rules or county rules set forth in the student handbook

Consequences of Improper Use-
1. Warning
2. 1st Step in school’s discipline procedure
3. 2nd Step in school’s discipline procedure
4. Office referral

Major Offences-
- Sending, transmitting, accessing, uploading, downloading, or distributing obscene, offensive, profane, threatening, pornographic, or sexually explicit materials.
- Purposeful vandalism of your device or another student’s device.

Consequences of Major Offenses:

Any major offense in an immediate office referral
Other Important Reminders for Students

**General Precautions**

- Only use clean, soft cloth to clean the screen.
- Carefully insert cords and cables into device to prevent damage.
- No paper stickers to be placed on case or device.

**Things to remember**

- You are responsible for anything that happens to or on your iPad.
- Do not touch anyone else’s iPad and do not let them touch yours.
- Use for educational purposes only.
- Do not take pictures of anyone else without their permission on your iPad. This is against the law.
- Keep your iPad closed and in your book bag when walking in the hallway and on the bus.

**Broken or Lost iPad**

- Tell your teacher immediately and the teacher will have to put in a technology ticket.
Staff Best Practices

• General Care
  ○ Do not attempt to remove or change the physical structure of the iPad, including the screen cover or school provided case. Doing so will void the warranty, and you will be responsible for 100 percent of the repair or replacement cost.
  ○ The iPad must remain free of any writing, drawing, stickers, or labels that are not the property of Gordon County Schools.
  ○ Do not remove or interfere with the serial number or any identification placed on the iPad.
  ○ Do not do anything to the iPad or accessories that will permanently alter it in any way.
  ○ Keep the iPad away from water and extreme humidity.
  ○ The iPad should not be stored in heat above 95 F or in cold temperatures below 32 F.
  ○ Keep the equipment clean. For example, avoid eating or drinking while using the iPad.
  ○ Do not leave the iPad in any vehicle unattended.

• Carrying the iPad
  ○ The iPad should not be removed from its school provided protective case.
  ○ When moving the iPad, be sure to hold it securely with both hands.

• Screen Care
  ○ The iPad screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.
  ○ The iPad should never be dropped, tossed, or stepped on.
  ○ Clean the screen with a soft, dry cloth. No cleaning fluids are necessary.
  ○ Do not touch the iPad screen with anything (e.g., pen, pencil, etc.) other than approved iPad screen cleaners and input devices.
  ○ Never set any object on the device.

• Battery Life and Charging
  ○ Use care when inserting cords and cables into the iPad.
  ○ Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave the iPad charging overnight.
  ○ Avoid using the charger in any situation where you, or another person, is likely to trip over the cord.
  ○ Try not to let the battery completely drain. Charge when the battery reaches 10% capacity.
  ○ The iPad must remain on (awake or sleep mode) at school at all times, with no exceptions.
  ○ Close any unused apps if you do not intend to use them again in the near future.

• Functions of the iPad
  ○ When using any communication apps, keep in mind that the iPad is monitored by the county and communication should be limited to items pertinent to the educational process. (Do not use the iMessage, email app, etc. for personal communication.)
  ○ Use of the iPad must adhere to the Acceptable Use Guidelines set forth by Gordon County Schools
  ○ Use of the camera, video, and sound recording tools are meant for academic use only. Any inappropriate use of such tools will result in disciplinary action.

• Other Things
  ○ For grades 3-12, if a student forgets their iPad, they are responsible for informing the proper faculty members to acquire a temporary replacement.
  ○ When software updates are available, they will be pushed out by the technology department.
  ○ Proper procedures must be followed when requesting applications.
Staff Acceptable Use Guidelines

Usage Guidelines:

A. Equipment
1. School district technological resources are provided for school-related purposes. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support learning. Use of school district technological resources for political purposes, or for commercial gain or profit, is prohibited.
2. All repairs and installations shall be carried out by the Technology Department.
3. Teachers will uphold the ideals of digital citizenship and present those ideas to the students as directed by the Gordon County School System.
4. Software purchased by the school district should not be copied for personal use.
5. Employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records.
6. Damages or loss resulting from negligence, mistreatment, or inappropriate use will be the full financial responsibility of the assigned user.
7. Failure to return equipment before leaving the Gordon County School System will result in the withholding of the full cost of replacement from the employee’s final paycheck.
8. Further stipulations are set forth in the Best Practices

B. Online Activity
1. Do not search for or access inappropriate sites.
2. Do not view or transmit any racist, sexist, pornographic, obscene, or threatening material.
3. Do not conduct unethical or illegal activities of any kind.
4. Teachers will use their email account, iCloud account, and network login for educational purposes only.
5. Teachers will not share their email iCloud or network password with anyone.
6. Teachers will not download any materials that are not related to course work.
7. Teachers will not upload viruses or destroy data on the Gordon County School System network. This is considered vandalism and will result in immediate cancellation of privileges and possible disciplinary action.

Supervision and Monitoring
It shall be the responsibility of all members of the Gordon County staff to supervise and monitor usage of any and all electronic devices and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Students are not to be left in a classroom without supervision while using technology equipment.

CIPA BACKGROUND
Full text of the Children's Internet Protection Act
http://www.fcc.gov/ccb/universal_service/chipact.doc
FCC regulations implementing CIPA; FCC 01-120
End of Year Procedures

- Students must return their iPads with all accessories. If the iPad charger and sync cable has been lost, a replacement charger and cable must be purchased.
- Parents will be notified that per the Parental Agreement, if iPad charger and sync cable has been lost, a replacement charger and cable must be purchased. These can be purchased through many vendors but must be a OEM “Apple lightning to USB cable (1m)” and “Apple 12W USB Power Adapter.”
- Each homeroom teacher will have a checklist to verify that each student has returned the following items:
  - iPad
  - iPad Case
  - Apple Lightning to USB cable (1m)
  - Apple 12 W USB Power Adapter
- The checklists will be collected by the tech department for inventory purposes. It is important that you are meticulous in checking this list.

**Elementary Schools:**
- The iPads will remain at the schools over summer break for maintenance and inventory.
- At the end of the 2020-2021 school year, all iPads will need to be housed in the Media Center organized by grade level (3rd-5th Grade). K-2 carts will need to be housed in the Media Center as well.
- Before turning iPads in to the Media Center for summer break, please have students remove their passcode.
- Teachers will need to sign off on their homeroom inventory sheet for iPads and accessories when turning iPads in to the media center for summer break.
- For 3rd-5th grade, students will receive the same iPad at the beginning of 2021-2022 school year and will have the opportunity to begin taking their iPad home again that this time.

**Middle Schools:**
- At the end of the 2020-2021 school year all iPads and accessories will need to be housed in the Media Center organized by grade level. Have students remove all passcodes and non-managed iCloud accounts.
- Ensure that any materials needed have been saved/backed up to the cloud (OneDrive, Google Drive, or iCloud Drive)
- The iPads and accessories will remain at the schools over summer break for maintenance and inventory.
- You will receive a copy of the checklist that will be signed off on a second time to ensure that all equipment is accounted for. This will be collected, verified, and signed off on by the Media Specialist
- Students will receive the same iPad at the beginning of 2021-2022 school year and will have the opportunity to begin taking their iPad home again that this time.

**High Schools:**
- At the end of the 2020-2021 school year all iPads and accessories will need to be housed in the Media Center organized by grade level. Have students remove all passcodes and non-managed iCloud accounts.
- Ensure that any materials needed have been saved/backed up to the cloud (OneDrive, Google Drive, or iCloud Drive)
- The iPads and accessories will remain at the schools over summer break for maintenance and inventory.
- You will receive a copy of the checklist that will be signed off on a second time to ensure that all equipment is accounted for. This will be collected, verified, and signed off on by the Media Specialist
- Students will receive the same iPad at the beginning of 2021-2022 school year and will have the opportunity to begin taking their iPad home again that this time.
Essentials for Creating a Blended Learning Environment

Apple Classroom

Apple Classroom turns the teacher iPad into a powerful teaching assistant and provides classroom management. This tool helps a teacher guide students through a lesson, see their progress, and keep them on track. With Classroom, the teacher can easily launch the same app on every student device at the same time or launch a different app for each group of students. This tool is essential to the success of our 1:1 initiative and should be used on a daily basis in all classrooms.

Schoology-Learning Management System

Schoology is a learning management system (LMS) that has all the tools needed to create engaging content, design lessons, and assess student understanding. Schoology should be used in Kindergarten through twelfth grades to create a blended learning environment.
Important Information about Setting Up iPads for School Use

**Standardized Passcodes & iPad lock Screen**

- All Gordon County School students should have their iPad updated to iOS 13 or above.

- Navigate them to Settings>TouchID and Passcode>Turn Passcode on>Passcode Options>Custom Numeric

- The passcode must be set as the student’s lunch number. Students can also set their picture as the iPad lock screen for identification.

- The iPad must remain free of any stickers or labels containing student information such as usernames and passwords. You may create a document in Notes for the student use for username and password reminders.

**Beginning of the Year Sign in Procedures**

During the first week of school, please lead students through signing in to the following on their school iPad.

- GCBE Email
- School issued iCloud account (**No other iCloud account is permissible on student iPads. Teachers may use personal iCloud accounts in the iTunes and App Store Section only**)
- Schoology app
- Any other program that you will use on a frequent basis (i.e. OneDrive, Google Drive, etc...)
Beginning of the year logins
PLEASE HAVE YOUR TEACHERS GO THROUGH THE LOGIN PROCESS ON THEIR OWN IPAD AND WITH THEIR STUDENTS.

Email Login

Step 1.
If you have not already connected to your GCBE email open your mail app, or if you already connected a different email, go to Settings->Accounts & Passwords->Add Account

If you have already connected your GCBE email skip to Step 7.

Step 2.
Choose Exchange

Step 3.
Enter your email address

Step 4.
Choose Sign In
Your Email and Calendar should now be available in the apps pictured below.
Step 1: Locate the email you received from Apple School Manager. If you have not received it please put in a tech support ticket.
Step 2: Copy the temporary password to your clipboard. Then tap on the link to “Go to Apple School Manager”
Step 3: Fill in your Managed Apple ID (it is listed in the email and ends with “@appleid.gcbe.org”) and paste in the temporary password.
Step 4: Add a working phone number to your account. This is where it will send the verification code. You can choose phone call or text message.
Step 5: Enter the Verification Code that was sent to the number. Then tap verify.
Step 6: Reset your password. You will need the temporary password from your email (If you haven’t used the copy feature since step 2 you should still be able to paste it). It will go in the current password section. Once all sections are complete tap “Change Password”
Step 7: You have reset your password.
Step 8: Open Settings.
Step 9: Tap on the “Sign in to your iPad’ Section.
Step 10: Login with your managed Apple ID and new password.
Step 11: You are now logged in. If you would like to download apps via the App Store you can log in with a personal/non-managed Apple ID. Simply go to Settings>iTunes & App Store.
Managed Apple ID Login (Student)

Use these instructions if the student has logged into their managed Apple ID before. Managed Apple IDs end with @appleid.gcbe.org

Step 1: Open Settings
Step 2: Tap on the Apple ID Section in the top left corner of the settings app.
Step 3: Choose to settings to verify the Apple ID.
Step 4: In the password section put in “123456”
Step 5: When prompted put in “123456” as the temporary administrator password.
Step 6: Reset the password to “0” followed by the student lunch number (Ex. 012345)
Step 7: Verify the new password.
Step 8: No further action is needed.
Managed Apple ID Login (Student)

Use these instructions if the student has NOT logged into their managed Apple ID before. Managed Apple IDs end with @appleid.gcbe.org

Step 1: Open Settings
Step 2: Tap on the Sign into your iPad Section
Step 3: Fill in the sections. The Apple ID should be their network username (first name, middle initial, lastname) followed by “@appleid.gcbe.org”. The password will be “123456”.

Apple ID

Sign in with your Apple ID to use iCloud, iTunes, the App Store, and more.

Apple ID  chevy@appleid.gcbe.org

Password  ••••••

Don’t have an Apple ID or forgot it?

Your Apple ID is the account you use to access all Apple services.

Your Apple ID information is used to enable Apple services when you sign in, including iCloud Backup which automatically backs up the data on your device in case you need to replace or restore it. See how your data is managed.
Step 4: When prompted put in “123456” as the temporary administrator password.
Step 5: Reset the password to “0” followed by the student lunch number (Ex. 012345)
Step 6: Verify the new password.
Step 7: No further action is needed.
Step 1: Open Schoology app

Step 2: Choose “Gordon County Schools” in the “Log in through your School” section.
Step 3: Login with your network credentials (email address w/o “@gcbe.org” and email password)
Schoology Login via the Web Browser

Step 1: Navigate to https://gcbe.schoology.com

Step 2: Login with your network credentials (email address w/o "@gcbe.org" and email password)