



Digital Device Handbook *for APS Families* 2017-18

OVERVIEW

The APS digital device initiative provides each student in Grades 2 through 12 with a device for their educational use at both home and at school throughout the year. These devices serve as a tool to support personalized learning. The vision of instruction is "every teacher transforms teaching and learning that results in personalized learning and academic growth for all students."

The devices offer students and teachers new tools that open up learning opportunities. 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.

More information about the Personalized Learning Initiative can be found online at <https://www.apsva.us/personalized-learning/>.

BUILDING RESPONSIBLE DIGITAL CITIZENS

BEHAVE RESPONSIBLY AND RESPECTFULLY

All students should:

- Be respectful and appropriate in comments and in written text while using the device.
- Log into their personal account(s) and only use their assigned devices.
- Be sure not to share the personal log-in with anyone else.
- Use pictures and videos, whether captured on the device or downloaded, only to benefit learning.
- Use lock screen and wallpaper images that are appropriate.
- Understand that each device is the property of APS and is intended for use only by the student to whom it is assigned.

Distribution of inappropriate images, videos, and 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.

DIGITAL CITIZENSHIP AND INTERNET SAFETY

APS has 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>

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 <https://www.apsva.us/school-board-policies/45-information-services/>

FILTERING

APS limits exposure of inappropriate and illicit Internet content to students by putting systems in place which block student's access to some websites. These restrictions are in place on all devices that APS issues, whether the student is using the device at school, at home, or in a public space. While APS makes significant efforts to filter inappropriate content, your child could reach content you feel is not appropriate. If this occurs, families are encouraged to discuss the matter with the students and report the inappropriate content to teachers or Instructional Technology Coordinators. Purposely bypassing content filters is a violation of the APS Acceptable Use Policy.

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 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.

Additional resources for families can be found on the Parent Resources page on the APS Personalized Learning page. <https://www.apsva.us/personalized-learning/parent-resources/>

BE A RESPONSIBLE USER OF YOUR DEVICE

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).

GUIDELINES FOR USE OF DIGITAL DEVICES

Expected Use

Digital 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.

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. Students should not take their devices outside to recess or use them during indoor recess. Additionally, students should not eat or drink anything near their devices.

Screen Time and Blue Light Exposure

Students are exposed to all kinds of screens in today's world including televisions, cell phones, iPads, and computers. Screen time takes many forms: reading a book, viewing flipped instruction, creating movies, research, writing or collaborating on projects. These forms of screen time are very different than the time spent playing a game for entertainment.

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.

Students are also exposed to artificial lighting. Current research indicates that wherever possible, artificial lighting should emulate natural lighting. This means using brighter higher frequency (blue) light during the day and dimmer lower frequency (yellow) lights at night. Exposure to bright, blue light at night may make it more difficult for students to fall asleep. Concerned families should take measures to limit student's exposure to bright blue light at night, particularly in the room where the student sleeps. Options include selecting 'warm white' lights in bedrooms and enabling 'night shift' settings on back-lit devices such as phones and tablets.

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

The Parent Resources page on the APS Personalized Learning page.

<https://www.apsva.us/personalized-learning/parent-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

ACCOMMODATIONS

Digital devices provide APS with the opportunity to meet specific student accommodations. To provide certain accommodations, APS may issue your child an alternate device and/or peripherals.

APPLICATIONS/SOFTWARE

APS provides instructional electronic resources such as software, apps and websites that have been vetted centrally to align with the APS instructional program, teaching best practices and student data privacy guidelines. Some applications are used across the division. Schools may choose to supplement their program by selecting additional applications from the approved core list. The core list of approved apps can be found on the Personalized Learning Website. Questions about how specific applications are used, how accounts are managed and help with passwords should be directed to your school.

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 specific Internet service provider). In addition, families without Internet access at home are eligible to receive an APS issued MiFi at no cost. Contact your school for details.

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 45-1.2:

https://www.apsva.us/wp-content/uploads/legacy_assets/www/3e214fd428-45-1.2_Computer_and_Information_SecurityPIP.pdf

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

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

<https://www.ftc.gov/tips-advice/business-center/privacy-and-security/children%27s-privacy>

QUESTIONS/CONCERNS

For questions or concerns regarding your student's experience with digital devices, contact the main office in your home school. For questions or 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://www.apsva.us/personalized-learning>

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