Maine Central Institute Student iPad Guide 2013-2014

IT Director: Mrs. Watson, JR Cianchette building

Information & Technology Integrator: Ms Cook, Library

email: techhelp@mci-school.org

About the iPads

This guide contains information on using the school-issued iPad, expectations for learning, care and handling of the device, and basic trouble-shooting tips.

Working with the Maine Learning Technology Initiative (MLTI), MCI provides an iPad to each eligible student in order to support their education. Each student receives an iPad, a charger, an Apple Smartcase, and a carrying case.

Teachers are provided with a MacBook Air, an iPad mini, and an Apple TV. IPad keyboards are also available in a number of locations on campus, and may be checked out overnight from the Library.

Home Access and iPads:

Students who have signed and returned the Acceptable Use Policy and the iPad Consent Form may be eligible to take their iPads home with them. Parents/guardians must give permission for home access, and they must indicate on the AUP and Consent Form that they are aware of the financial and behavioral responsibilities they are accepting. There is an insurance policy available which offers very good protection for devices while they are in the United States.

School administrators, the technology director, or another person appointed by those individuals may restrict home access. School Only access may be required of students new to the MLTI program, or for students with past or current violations of the AUP or other school policies. For example, students who fail to bring the device to school daily, or have a history of damaging the device or accessing/ transmitting prohibited content may be temporarily or permanently restricted to School Access.

School Only Access:

Students who do not have written parent permission to bring their iPads home will have access to a device during the school day. The device must be checked in and out of the MCI Library at the beginning and end of each school day.

General iPad Use and Care

Each iPad has unique identification numbers and is assigned to a specific person. The names and numbers on the iPad and case are registered with the State of Maine and MCI. STUDENTS MAY NOT REMOVE ANY ID FROM THE DEVICE OR BAG.

Devices should never be left unattended or in insecure areas (e.g., unlocked locker or classroom), and should never be stored in vehicles either on school grounds or away. An iPad found in an unsupervised area will be taken to the Director of Student Affairs office or Technology office, and the student's access to the device may be restricted.

IPads must always be KEPT IN THE GREY APPLE SMARTCASE, and should not be used in places where they might be damaged (e.g., near water or on a bus).

Use the black carrying case to transport the iPad. The case may be carried in a backpack if there is sufficient room and there will not be pressure placed on the screen.

Handling

- Use a soft, clean cloth to clean the screen, and never use any sort of cleanser.

- Do not expose the iPad to extreme heat or cold.

- Be careful inserting cords or cables into the iPad, and remove them carefully as well.

- The charging cable must be treated gently, and should not be tightly wound, crimped, or pulled on. Rough handling of the cord will damage it to the point where it will no longer charge the device. Ideally, the charger will stay in a single location where the device will be plugged in for overnight charging.

- Bring a fully charged iPad to school every day.

- Do not mark the iPad, Smartcase, or carrying case with pens, markers, stickers or anything else.

- IPad screens are made of glass and are particularly sensitive to damage from impact and pressure. If the screen chips or cracks, don't attempt to fix it but bring it to the attention of the IT director or Technology Integrator as soon as possible.

Expectations for Student Learning

- Come to school with a fully charged and working iPad.

- Keep the operating system (iOS) and apps up to date.

- Use your mlti.net Apple ID and know your password.

- Use a Passcode lock and make sure your advisor has the code also.

- Bring it to all classes unless told specifically not to do so by a teacher, or by a member of the tech staff or administration.

- Bring the iPad to school each day: students are responsible for getting course work completed even if they have left their device at home.

- Use the iPad to accomplish tasks assigned by teachers, and refrain from using it in any ways that violate the term of the AUP, including playing games and watching movies during the school day.

- Report issues/concerns/questions to IT: techhelp@MCI-school.org

If any of the above requirements become problems, the student will be referred to administration and the technology director.

Basic Trouble Shooting

Many problems can be resolved fairly easily. Some common problems are discussed below. You can also email techhelp@mci-school.org and someone will respond to you as soon as possible.

Apps crashing frequently?

- Check to see that the operating system (iOS) and particular apps are up to date.

- Close an offending app entirely and re-open it.

- Turn the iPad off by holding down the sleep/wake button on top right edge until the red "Slide to power off" banner appears, and then do so. Turn the iPad back on by holding the sleep/wake button till the Apple logo appears.

Camera not working

- Remove the Snapchat app

IPad not charging?

- Check to see that the cable is fully inserted into the wall charger and the iPad.

- If you have another cable available, try using that cable with your wall charger.

- Still not working? Bring the charger and cable to IT or the Library.

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You can also call AppleCare at 800-919-2775 and enter 4mlti (46584). Be prepared to supply your iPad's serial number which is under the "About" section in **Settings**.

iCloud

Be sure you are using your **MLTI.net** address with iCloud. This gives you 15 GB of cloud storage, allows you to backup your device effortlessly, and allows you to restore your iPad or locate it if it is lost or stolen. The next section will tell you what to do if your device is lost or stolen.

Go to **Settings** to check to see if you are logged into **iCloud** correctly, and have **Find My iPad** turned on along with **Storage and Backup**.
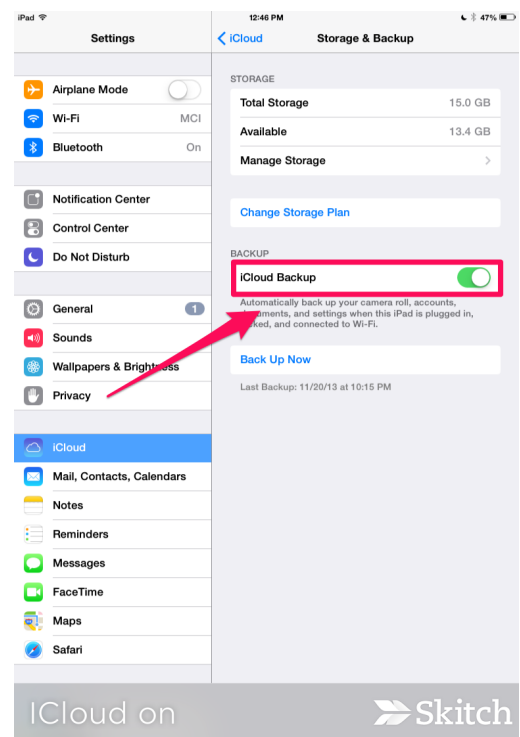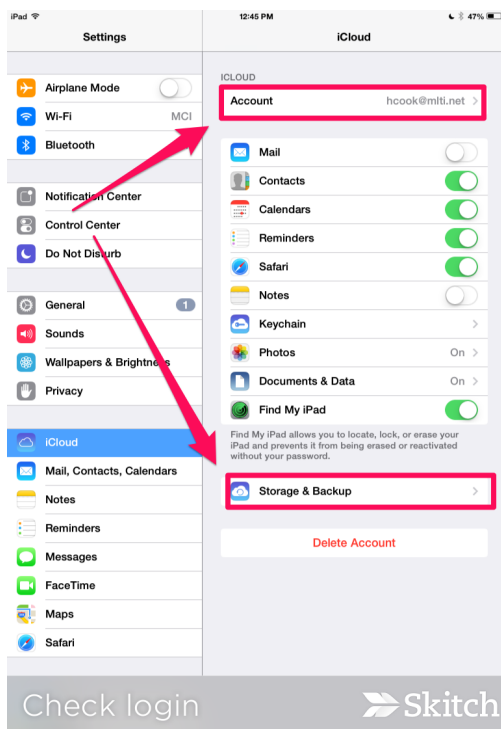
MLTI Profiles

You must have the MLTI profiles on your school-issued iPad. They can be found under Settings. If they are not there, or you are not sure, go to http://enroll.mlti.net on your iPad's browser and re-enroll by installing the profile. This takes only a few moments.

Lost, Missing or Stolen iPad

From the time the iPad is issued to the student until it is returned to the school, the student is responsible for it. If the device is not recovered, the student will be charged for replacement. If the student has purchased insurance, the expense may be covered.

- If the iPad is **lost, missing or stolen**, the student must report it to the school immediately. The student should contact techhelp@MCI-school.org: if the student does not have internet access he or she may call 487-3355 x143.

- If a device is **stolen**, the parent/guardian/student must report it to the school AND file a police report. A copy of the report must be provided to the school.

With "Find my iPad" turned on in iCloud, a student or their representative my use their Apple ID to locate the device by logging into **www.icloud.com**. Following the instructions allows the user to see where the iPad is, to lock it remotely and add a message and contact information, or erase the device if it may have fallen into the wrong hands. (If the device is recovered, it can be restored from an iCloud backup.)

MCI may request that a device be returned at any time. All devices and provided accessories must be returned to the school at the end of the school year or when requested.

Printing from your iPad (for Students)

1) Check your Self Service app for **WebPrint for Print Manager**. If it is there, then install it. If it is not there install it from the App Store. (If you do not have Self Service, go to enroll.mlti.net and install the profile.)

2) Then go to your **settings** and scroll all the way to the bottom on the left side. Select WebPrint and set the settings as follows:
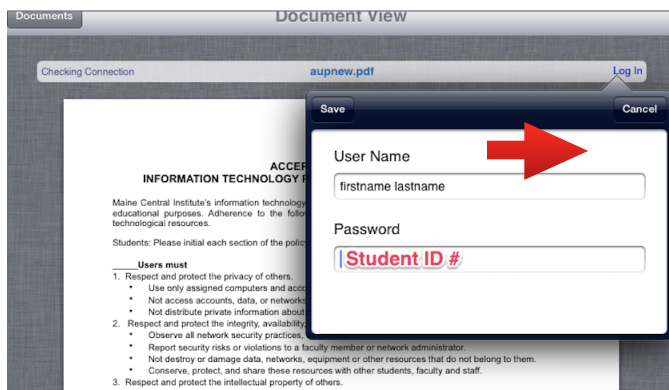
Server: 192.168.10.20
Port: 48110
Directory: WebAdvantage

WEB PRINT SERVER SETTINGS

Server	192.168.10.20
Port	48110
Directory	WebAdvantage
Use SSL	

3) After you set these settings, open the **WebPrint** app and select "log in" from the upper right corner.

username is: firstname [space] lastname example: Jane Doe
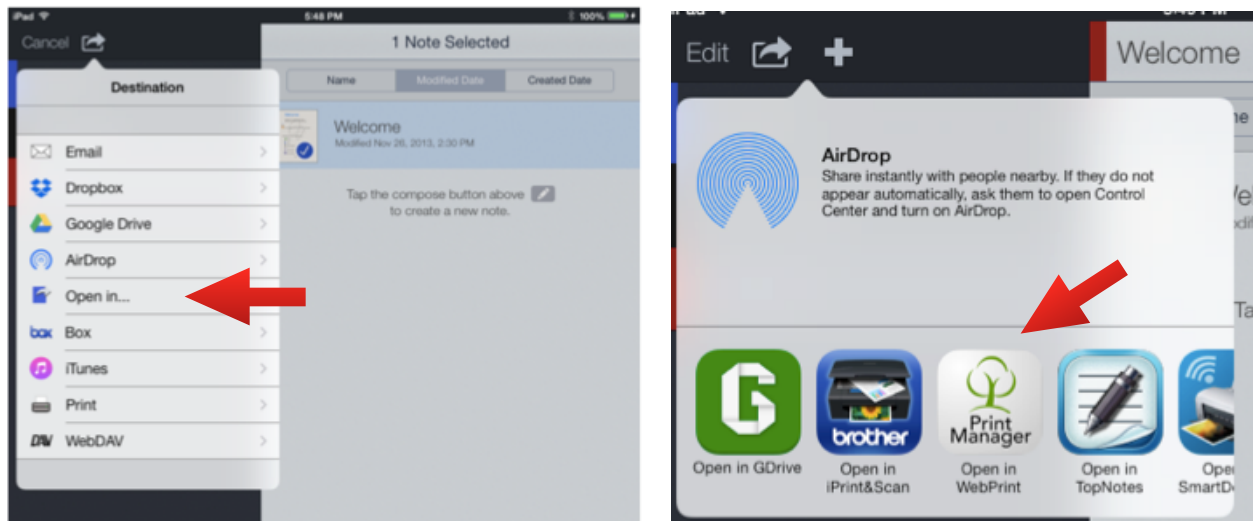password is: Student ID # (PowerSchool ID)

4) When you are ready to print, go to the Share button and select "Open in…" then select "Open in WebPrint."

In the Print Manager app you are given the choice to Print Now or Print Later.

**Print Now** will send your document to the printer right away.

Print Later holds your documents in the cloud till you are ready to print them from: http//bdc:48110/WebAdvantage/Home.aspx

5) Either way, you will see a page like the one below. You will see the document that you want to print in Section 1.
In Section 2 you select the printer you want to print to.
In Section 3 you choose how many copies, the page range and whether you want to print double sided (duplex).
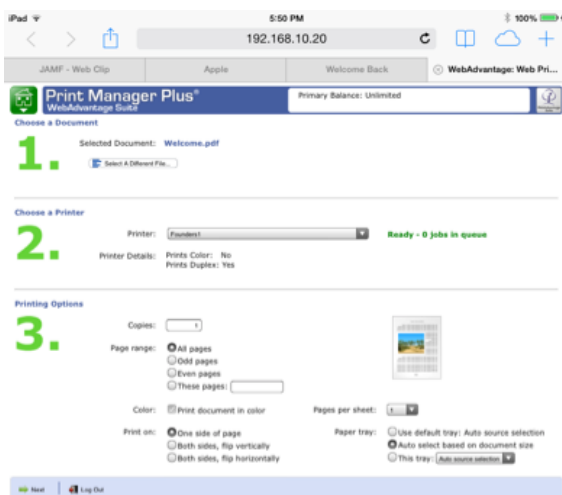
6) Choose **Next** when you have made your selections, then **Print**.

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From the WebPrint app itself, you can print from your camera roll, copy and paste text to print or upload a web page for printing.

Printers and locations:

Founders1 - Hallway outside Mr. Scogin's room
Founders2 - Hallway outside Mr. Allen's room
Founders3 - Academic office
Founders4 - Hallway outside Ms. Hartford's room
Founders5 - Hallway outside Mr. Beach's room
Weymouth1 - Side room beside Mrs. Nunez's room
Powell1 - Special Education floor (kitchen area)
Powell2 - Hallway outside Mrs. Kingsbury's room
Jr-Cianchette1 - 2nd floor in Hallway by art room
CMS1- Math/Science Building Computer lab
CMS2 - Math/Science Building Mrs. Kearney's Room
CMS3 - Math/Science Building Mr. Tyson's room
Music1 - Music Building Mr. Neal's Office
Wrights 1 - Mr. Libby's office

ACCEPTABLE USE POLICY
INFORMATION TECHNOLOGY RESOURCES AT MAINE CENTRAL INSTITUTE

Maine Central Institute's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources.

Students: Please initial each section of the policy.

_____Users must

1. Respect and protect the privacy of others.
   - Use only assigned computers and accounts.
   - Not access accounts, data, or networks to which they are not authorized.
   - Not distribute private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
   - Observe all network security practices, as posted.
   - Report security risks or violations to a faculty member or network administrator.
   - Not destroy or damage data, networks, equipment or other resources that do not belong to them.
   - Conserve, protect, and share these resources with other students, faculty and staff.
3. Respect and protect the intellectual property of others.
   - Not infringe copyrights (no making illegal copies of music, software, or movies).
   - Not plagiarize.
4. Respect and practice the principles of community.
   - Communicate only in ways that are kind and respectful.
   - Report threatening or discomforting materials to a faculty or administration member.
   - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as sites or messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
   - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
   - Not use the resources to further other acts that are criminal or violate policies in the student handbook.
   - Not photograph or videotape students or adults without consent.
   - Not send spam, chain letters, or other mass unsolicited mailings.
   - Not use the resources for commercial purposes.
   - Share limited bandwidth and access to computers by limiting non-educational behaviors such as playing video games, watching videos and using social media sites for personal use.

_____Users may, if in accord with the policy above

1. Use the resources for any educational purpose.
2. Use legally obtained copyrighted material if citations are properly given, within fair use guidelines.

_____Consequences for Violation

Violations of these rules may result in disciplinary action, up to and including the possible loss of privileges to use the school's information technology resources, suspension or expulsion.

_____Supervision and Monitoring

School administrators and their authorized employees monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to ensure the health, safety, and security of our community members, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

_____
Please print name

_____ _____
Student Signature   Date

_____ _____
Parent/Guardian Signature   Date

PARENTS/GUARDIANS, PLEASE DISCUSS THESE RULES WITH YOUR STUDENT TO ENSURE HE OR SHE UNDERSTANDS THEM. THESE RULES ALSO PROVIDE A GOOD FRAMEWORK FOR YOUR STUDENT'S USE OF COMPUTERS AT HOME, AT SCHOOL, AT LIBRARIES, OR ANYWHERE.

Adapted for use from the United States Department of Justice, Division of Cyber Crimes