

# Seffner Christian Academy

## iLearn: Shaping the iGeneration



## The Future is Here

- \* Learning infused with technology
- \* 1 to 1 iPad Program in 3rd - 12th grades
- \* Biblical Digital Citizenship
- \* Many textbooks on iPads
- \* iLearning at students' fingertips



[www.scacrusaders.com](http://www.scacrusaders.com)



# iPad Initiative

## Rationale

As a school, we desire to provide the best educational tools possible for our students. As part of this effort, Seffner Christian Academy has investigated the use of technology in the service of student learning, and we have concluded that the iPad is ideally suited to the needs of our students and teachers in a variety of ways.

### **Why use the Technology?**

Because our culture today is driven by technology, we feel our students must be prepared to meet these challenges. Technology assists students of all learning styles. With just a few taps, a student's iPad can be customized with materials that fit their level and learning style. The wide range of content across subjects and grades also makes it easy to tailor an iPad for students at a variety of learning levels. Students will also be able to access many of their textbooks, take notes, complete interactive class projects, participate in learning management systems and communicate more effectively with their teacher.

### **Why did Seffner Christian Academy choose a uniform platform?**

- Uniformity assures that all applications (apps) are available to all users. Functionality, classroom use, teacher familiarity, and application appearance will remain the same for all students and staff members.
- Uniformity allows the school to provide support in trouble-shooting technical issues for students with iPads.
- Uniformity allows SCA to customize security settings for on-campus Apple devices such as iPads.
- Uniformity in a technology platform has been reinforced through our research of other programs. In exploring our technology options, our research and communication with other schools has shown that multi-tablet pilot programs have reverted to a uniform, iPad platform for overall classroom efficiency and school effectiveness.

### **Why is Seffner Christian Academy utilizing iPads as their uniform platform?**

For the past several years, Seffner Christian Academy has made a commitment to increase the technology proficiency of our teachers and students. We have seen great success and tremendous benefit with the implementation of iPads in the classroom.

### **Will all textbooks be replaced?**

We cannot conceivably replace all textbooks at this point. We have on a multi-year transition with our textbooks as publishers make them available. At this point, 90% of the secondary program's textbooks are available on the iPad. Any textbooks that will be on an iPad will be provided by the school. SCA will provide redemption codes to download the books.

### **What happens if a student breaks his or her iPad? What if it goes missing or stolen?**

It will be up to the student and family to properly care for, protect and secure one's iPad at all times. Apple Care+ comes with all school managed iPads which also includes \$50 screen replacements. (Please know that replacement programs cover damage or malfunctions, not lost or stolen iPads).

**How will the iPads be utilized by students in the classroom?**

Students will use their iPad in classes in the following ways:

- \* A medium for their direct participation and interaction with the learning process
- \* A means of richer collaboration with their teachers and other students
- \* A powerful organizational tool
- \* A vehicle for research
- \* A tool for completing and submitting assignments
- \* A mode of formal assessment through learning management system exposure
- \* A tool of improved academic monitoring through informal assessment.
- \* A way to increase engagement through creation and game-like activity.
- \* A method for typing, communication, and academic behaviors that are necessary for collegial success.
- \* A tool for writing skill improvement in the secondary program through the nationally acclaimed *Tunitin* program.
- \* Through a multi-year plan textbook implementation as available by publishers

**Will elementary students be utilizing iPads?**

Yes. The elementary students will utilize school provided iPads with our mobile iPad Lab in the classrooms.



# iPad and Your Home

- Responsible use of technology is an important conversation to have with your child. As more technology enters our homes and school, parents must help determine the role of technology in a Christian environment. Here are some suggestions from parents and staff members in regards to technology in your home.
- Monitor iPad use at home. Avoid use in bedrooms and other lesser monitored areas of the house.
- Maintain a secure filter on your home's internet connection (such as Covenant Eyes or K9 Protection).
- Limit iPad use for "leisure" activity.  
Suggested time limits on week nights (ex. 30 mins) and weekend days (ex. 1 hour)
- Do weekly/regular iPad checks. Review pictures, social media posts, texts, etc.
- You may wish to have your student turn their iPad into you at night and keep in a communal location at bed time to prevent late night gaming and texting.
- Keep a list of all passwords for your student's iPad. Students should not know your Apple ID or parental control password.
- Require your child to give you their passcode for entry into the iPad.
- Make digital citizenship a regular part of your family conversations.
- Discuss responsible care and book bag storage for the iPad.
- Take into account the maturity level of your student before granting social media privileges (Instagram, Twitter, Facebook, etc.) Follow your student's social media posts on a daily basis.
- Use [www.common sense media.org](http://www.common sense media.org) for discussion starters on digital citizenship, technology, and culture.



# Basic iPad Functions

**Turn iPad off-** Press and hold the Sleep/Wake button (on top right of iPad) for a few seconds until the red "slide to power off" slider appears, and then slide the slider.

**Turn iPad on-** Press and hold the Sleep/Wake button until the Apple logo appears.

**Making sure Multitasking Gestures are on:** Settings, General, Multitasking Gestures, set the slider to on

**Standard two-finger pinching:** Place two fingers on the web page, map, or picture and then spread your fingers apart to enlarge the images. Or, pinch your fingers together to make the map or picture smaller

**Double-tap to zoom functions.** *double-tap* (tapping twice in rapid succession), which has the effect of zooming in (or out) of web pages, maps, and e-mails.

**Five-finger pinch:** Here you just "grab" the screen at any point to get back to the Home screen. It's quick, fast and simple.

**Four-finger swipe up:** Want to see the multitasking bar, showing you the most recently used apps? This gesture replaces the double-tap of the Home button. You can pick a different app here or simply swipe four fingers back down to hide the multitasking bar.

**Four-finger swipe left / right:** By swiping four fingers left or right, the iPad quickly moves you through your running and most recently used apps.

**Closing multitasking items:** use the four-finger swipe up to show the currently running and recently used apps. Then swipe up on each icon to make it disappear. When all you see is the home screen you are done.

**Split Screen View:** Open an app that supports Split View. (Most built-in apps such as Mail and Notes do.) Some third-party apps have also added support for this, and more will follow. Swipe from the right edge of the screen. This will open an app in one-third of the screen. Swipe downwards from the top on the right hand side (where the secondary app is open). This will reveal a list of apps. Pick the app you want to run in Split View. Now pull the black bar towards the center of the iPad's screen. You can move the dividing bar to resize the apps.

**How to make a folder:** Press and hold your finger over top of one of the icons on your iPad that you want to add to a folder. All of the icons on your iPad will begin to shake. Drag this icon over top of another icon that you want to add to a folder. This will create a folder, named after what type of application the two icons represent. Drag any other icons on your iPad that you want to add to the folder over top of the new folder icon. This will add those icons to that folder. Press the "Home" button on your iPad to finish creating your new folder.





# Technology Policy

## Digital Citizenship

The educational technology mission at Seffner Christian Academy is to facilitate interactive learning, enhance student engagement, equip students for responsible technology use, and prepare students for the digital culture of the 21st century from a Biblical worldview.

The SCA electronic network and wireless program serves as a resource for enriching curriculum and learning objectives at Seffner Christian Academy. The first priority for technology use will be educational activities prescribed by administrators, faculty, or staff. Students are responsible for ensuring that their activities conform to Seffner Christian's standards, in obedience to Biblical commands and values. To ensure responsible technology usage, faculty, staff, and students are asked to subscribe to the standards of responsible digital citizenship.

### Digital Citizenship

**Seek Truth and Express It** Teachers and students should be honest and fair in gathering, interpreting and expressing information for the benefit of others. They should try to do the following:

- Test the accuracy of information from all sources and exercise care to avoid inadvertent error.
- Always identify sources. The consumers of your information product must be able to make their own judgment of its value.
- Always question the sources' motives.
- Never distort or misrepresent the content of photos, videos, or other media without explanation of intent and permission from the information's owner. Image enhancement for technical clarity is permissible.
- Distinguish between opinion and fact when expressing ideas. Analysis and commentary should be labeled and not misrepresent fact or context.

**Minimize Harm** Ethical teachers and students treat information sources, subjects, colleagues, and information consumers as human beings deserving of respect.

- Gathering and expressing information should never cause harm or threaten to be harmful to any one person or group of people.
- Consider all possible outcomes to the information you express, guarding against potential harm to others.
- Never use information from another person without proper citation and permission.

**Be Accountable** Teachers and students are accountable to their readers, listeners, viewers and to each other.

- Clarify and explain information and invite dialogue about your conduct as a communicator.
- Encourage the information consumer to voice grievances about your information products.
- Admit mistakes and correct them promptly.
- Expose unethical information practices of others.

**Respect Information and Its Infrastructure** In the *Information Age*, information is property.

- Never undertake any action that has the potential to damage any part of this information infrastructure. These actions include, but are not limited to illegally: hacking into a computer system, launching or distributing viruses or other damaging software, physically damaging or altering hardware or software, or publishing information that you know is untrue and potentially harmful.
- Report to proper authorities any activities that could potentially result in harm to the information infrastructure.

**Policies Regarding Technology and Internet Usage at SCA** The following activities that are not permitted:

- Sharing of passwords or use of another person's electronic device account at any time.
- Using obscene or inappropriate language.
- Threatening the network or its integrity.
- Downloading or copying files to the SCA network or another person's electronic device.
- Careless or wasteful use of school or another's resources such as wireless services, computer equipment, paper, and ink cartridges
- Internet activities that are **not** permitted while using SCA wireless services:
  - Searching for, sending, or receiving messages, pictures, articles, audio clips, or any other material, that do not align with Biblical standards or deemed offensive by Seffner Christian Academy.
  - Unlawful copying, saving, or redistributing of copyrighted material. (Users should assume material is copyrighted unless noted).
  - Subscribing to any services or ordering of any goods or services.
  - Using hotspots or other methods to circumvent the school internet, network, filters, and firewalls.
  - Attaching a personal cell phone or device to access the SCA network/wi-fi.
  - Sharing of the student's home address, phone number, or other information over the internet.
  - Playing internet games or using other interactive sites without supervised permission.
  - Using social media websites (Snap Chat, Instagram, etc.) or communicating with others through non-educational modes (i.e. texting, chat/video services, applications, etc.).
    - o Posting pictures or videos at school .

#### **Social Media /Messaging Policy:**

Students will be held accountable for all content including messages, comments, pictures, and any other material that appears on any form of social networking website or messaging feature before, after, or during school (both on and off campus). Unacceptable postings on social media include:

- profane and inappropriate language
- posting of inappropriate song lyrics
- posting of inappropriate images, pictures, graphics, etc.
- inciting school disharmony
- Liking, re-posting, or sending any inappropriate activity.
- Videoing or taking pictures of a student/staff/faculty without their expressed consent.

Students should not access social media during the school day. Content posted should be in keeping with a Christian testimony. Pictures and video should not be **taken** or **posted** during school hours. Students who are guilty of posting inappropriate or sexual pictures will be suspended and/or expelled from school.



# iPad User Agreement

**iPad User Agreement:** Students using school-managed iPads or personal iPads brought on school property should abide by the following iPad user agreement:

1. iPad use is for educational purposes only.
  - a. Games should not be played.
  - b. Acceptable uses: note taking, reading, internet educational research, educational apps when deemed appropriate by the teacher.
  - c. Social media should not be accessed during school hours.
2. Communication between students and/or teachers are for educational purposes only.
  - a. Students are asked to turn off iMessaging, texting and/or video messaging, and Air Drop features while in school. Communication through the iPad is strictly prohibited.
  - b. Communication also includes sharing, copying and transmitting school work to another student.
  - b. iPads should be silenced for the school day unless direct permission has been given by the teacher.
3. Care of iPad
  - a. The iPad should be carried in a safe and protective case at all times.
  - b. It is the responsibility of the student to bring the iPad fully charged to school every day. Unprepared marks may be given for failure to be prepared for class.
  - c. iPads should be labeled with the student's full name.
  - d. The electronic iPad name (in the "settings" of the iPad) must be named with the student's first initial and last name. (ex. J. Smith). All iPads must be named properly and should not be changed at any point during the school year. Disciplinary action may be taken if this procedure is not followed.
  - e. All iPads should be password protected, and students are required to give the password to a school administrator when requested.
  - f. iPads should not be left unattended for any reason. It is the student's responsibility to protect and care for the iPad. SCA is not responsible for lost or damaged iPads.
  - g. Students are responsible to data-sync with a home computer through iTunes/iCloud or utilize Cloud-based storage for data backups on content stored on the iPad.



4. By bringing an iPad on campus, students will be required to allow administration to search all contents of the iPad at any time deemed necessary regardless of cause.
5. Students utilizing a personal iPad (not a part of the school-managed program) will be required to download applications or e-books for educational purposes as requested by the teacher in the class syllabus.
6. Internet access by the iPad should be for strictly educational purposes only. Attempting to bypass the school wireless or filtered internet by any means (including VPN hot spot, or other applications) is prohibited.
7. Students must enable automatic **iCloud back ups that occur every evening (when plugged in and attached to wi-fi)**. This will allow all information on the iPad to be stored electronically in the Cloud. This allows information on the iPad to be restored if needed. If iCloud back up is not enabled, information from the iPad cannot be restored if the iPad is lost, damaged, or broken.
8. Content stored on the iPad during the school day may not be published in online forums without expressed consent from school administration.
9. Students may use their iPad only. Students may not borrow another's iPad for any reason. Use of another's iPad could be viewed as stealing/cheating and will be dealt with by administration with serious repercussions.
10. Misuse of an iPad at any time will result in a referral to administration. Any students caught cheating or misusing a personal iPad could be required to buy into the school managed iPad program at any point during the school year if directed by the principal or dean of students.
11. School Managed iPads:
  - Students that are a part of the school-managed iPad program may not bring a personal iPad or another device to school.
  - Middle school rental iPads will be returned to SCA at the end of each school year. An iPad will be returned to them at the beginning of the next school year.
  - iPad help, troubleshooting, and screen repairs must be immediately reported to [ipadhelp@scacrusaders.com](mailto:ipadhelp@scacrusaders.com) or in person to the SCA Technology Coordinator.

Students of Seffner Christian Academy are required to pledge that they will not be involved in any way with hacking, harassment, misrepresentation, plagiarism, cyber bullying, or indecent material while using any technology at school or home. Violation of Digital Citizenship, Technology Code of Conduct, or iPad User Agreement may result in the loss of technology privileges at any time, failure in the appropriate class, suspension, possible expulsion from school, or referral to law enforcement when appropriate.



# Technology Code of Conduct

1. I agree that all use of Seffner Christian Academy's computer network, the internet, and all applicable technology will be consistent with the philosophy of SCA and understand it is a privilege that can be taken away from anyone that does not follow school policy.
2. I agree not to tamper with the network setup, filtering software, or hard drives of any device. I will not intentionally cause disruption of any sort in the performance or usability of the system.
3. I agree not to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material.
4. I agree that the purpose of the technology at school is for education, research, and presentation purposes and for an educational goal. Students will not "surf the web" for entertainment, play games, or communicate for non-academic goals.
5. I will not attempt to access personal email accounts for non-educational reasons, chat rooms, or social networking sites while on the school network.
6. I will not take and/or post any pictures or video of any student or group of students taken during the school day without permission from my principal.
7. I agree to not purposely invade the privacy of any staff, student, or faculty member. I agree to not purposely attempt to obtain another's password or log in as someone other than myself.
8. I agree that the administration has the right to access any technology device used while on school property. This includes the use of personal cell phones.
9. I agree not to download files from the Internet or upload files to the school network unless granted specific permission from a faculty member.
10. I agree not to use technology for the purpose of cheating, deception, sharing of answers/work, or plagiarism.
11. I understand it is my responsibility to keep track of and safeguard all personal passwords for technology and accounts used for educational purposes.
12. I understand that the school administration will make every attempt to safeguard everyone's access to SCA computer network and internet. I realize that no filter is completely safe and will not hold SCA liable for

content that does not support the values of SCA. I will report material that is inappropriate to an administrator.

13. I understand the only device to be used on SCA campus by a student is an iPad. Apple Watches, iPods, iPhones, notebooks, laptops, etc. are not permitted for use on the SCA network.



# Technology Definitions

**Hacking:** An attempt to access another person's or organization's account or files without that person's permission. This action is equivalent to breaking and entering and is against the law.

**Harassment:** Posting a message that is vulgar, demeaning, threatening or obscene either through email, newsgroups, social media, or discussion forums.

**Misrepresentation:** Giving out false information about you either through email, text messages, newsgroups, social media and discussion forums.

**Indecent material:** Unsuitable images, sound files, text files, or video files as deemed so by the administration, faculty, or staff of Seffner Christian Academy.

**Cyber Bullying:** Cyber bullying is bullying through email, text, instant message, chat room exchanges, Website/blog posts, digital messages or image/video sent to a cellular phone or personal device. Cyber bullying, like traditional bullying, involves an imbalance of power, aggression, and a negative action that is often repeated.

**By attending classes as a student at Seffner Christian Academy, parents/guardians and students are pledging to comply with all technology policies.**



# How to find my lost iPad

**Find My iPhone** is a web application at [icloud.com](http://icloud.com) that you can use to help you locate your lost iOS devices or Mac computers.

## You can use Find My iPhone to:

- Display the location of your device on a map
- Send your device a message or make it play a sound
- Lock your device remotely
- Erase your device remotely

Important: To use Find My iPhone, you need to set up Find My iPhone on each iOS device and Mac before it's lost (requires iOS 5 or later or OS X Lion v10.7.2, respectively). This was done when your iPad was setup. You have two options to help find your iPad.

## How to turn on Find My iPhone app:

1. Open "settings" (gears icon)
2. Tap iCloud on left bar
3. Sign in if needed or create account (if needed)
4. Toggle **Find My iPhone** so it's green

**Option 1: Find my iPhone app** Each student should have downloaded the **Find my iPhone** app on their iPad and turned it on. Go to one of your friends or teachers and have them follow these steps to help you. If you aren't at school, then choose option two.

1. Click on the Find my iPhone app.



2. Enter in the person that lost their iPad's Apple ID and password and then press Go.
3. You have three options when the iPad is located.
  - a. Play a Sound or Send a Message- If someone finds your iPad, let them know how to find you. Write a message and display it on your iPad screen. Something like, "Oops, left my iPad behind. Please call me at 408-555-0198." Your message appears, even if the screen is locked. And if the

map shows that your iPad is nearby — perhaps in your office under a pile of papers — yet you still can't find it, you can tell Find My iPad to play a sound that overrides the volume or silent setting.

- b. Remote Lock- If you realize that you left your iPad in a public place, you may want to protect its contents until it's safely back in your hands. Remotely set a four-digit passcode lock to prevent people from using your iPad, accessing your personal information, or tampering with your settings.
- c. Remote Wipe- Addresses, phone numbers, email, photos. Your iPad contains important and personal information — information you probably don't want in the hands of a stranger. So if you lose your iPad and displaying a message on it hasn't resulted in its safe return, you can initiate a remote wipe to restore it to its factory settings. When you eventually find your iPad, you can restore the data using your most recent backup from iCloud or iTunes.

### **Option 2: Access Find My iPhone from a computer with internet**

1. Go to <http://www.icloud.com> find and sign in using your Apple ID (the one you use with iCloud and downloading apps. Then press the arrow.
2. Choose Find My iPhone
3. There will be a map that pops up with the current location of your lost iPad. Click on the blue "I" next to the person's name.
4. You then have the same three options as listed on in this document.
5. Make sure you sign out after you are done.

### **Reporting a lost or stolen iPad.**

If you have lost or found an Apple product, please contact your local law enforcement agency to report it. Although Apple does not have a process to track or flag lost or stolen product, you can use My Support Profile to find a list of serial numbers that have been purchased or registered with your Apple ID. Just a reminder that losing your iPad is not covered under Apple Care +.

### **Additional Information**

If you have already configured the iCloud Find My iPhone service on your iPhone, iPad, iPod touch, or Mac you can use it to locate your missing device, display a message on its screen, make it play a sound at full volume (even if on mute), remotely lock it, or remotely wipe (erase) it to protect your privacy. Please see the following articles for more information:

iCloud: Find My iPhone overview <http://support.apple.com/kb/PH2696>

iCloud: Troubleshooting Find My iPhone, iPad, iPod touch, or Mac (<http://support.apple.com/kb/TS4006>)