



PARENT GUIDE

Practical information | Terms | Technology factors

Technical information

Google Classroom is a paperless system that combines email, calendars, and cloud storage in addition to access to various software such as for writing, presentations, spreadsheets and more. The system makes it possible for teachers to send students assignments electronically, students can work on assignments alone or in groups, and send them to the teachers, who then can send students feedback and save the marks and comments.

Lightspeed is an administrative system that makes it possible for the school to send programs and study material electronically to students and teachers, keeps track of the huge number of tablets in circulation, and can also be used if a tablet is lost or stolen. The system also makes it easier to access the school's wireless internet, but only devices that are part of Lightspeed get access to a safe network and can also connect to the projector in the classroom, which is useful when teachers want students to show their projects to the class.

App Store is Apple's software store in which students can find a huge number of programs of all kinds. Students' AppleID provides them access, and is also connected to Find my iPad, which is a built-in anti-theft system on the tablet.



The goal of the implementation of the tablet

The main goal of handing students the tablets is to improve learning and education in Kópavogur's primary schools. Tablets have over the past few years proven their value in school activities all over the world and the most positive effect happens when each student has their own tablet instead of sharing it with other students. Kópavogur has however adopted a mixed approach, in which students in the middle and adolescent stage each get their own tablets, but students in the younger grades have access to so-called class sets that the teacher can have to use for specific assignments. One of the benefits that we aim towards with the implementation is increased individualized learning, more diverse assignments with an added emphasis on creativity and innovation, to make learning more fun and to be closer connected to the students' every day life.



The tablet as a toy

Even though students receive the tablets mainly to be used as a study device, it's clear that it offers a variety of entertainment. There is a large selection of games available and it can of course also be used to access a variety of other content online. It can be expected that a lot of students will be very preoccupied with the tablets after first receiving them, especially if a student has not owned such a device before. Our experience of the first year of implementation in Kópavogur found that with most students this is a temporary state, and with time the tablet becomes the same as any other study item in the school bag. It's the role of the parents and guardians to decide what rules should apply regarding the use of the tablet at home. It can be a good idea for parents of the same class or year coordinate such rules between themselves - how much it can be used, for how long at a time, how late at night, etc.

How will the tablet be used in learning and teaching?

Seeing as one of the main goals of the implementation of the tablets is that students have more to say about their own learning and more choices regarding how to approach assignments, it is of course difficult to make an exhaustive assessment of how it will be used at school. The use will become more diverse with time and the students can tailor the use of their tablet to their own needs and interests. A few examples can be named.

Image processing and film making will without a doubt play a big part, as it is easy to work on such projects on the tablet. Audio recordings and music are also simple approaches to diverse and creative projects. Students will increasingly make presentation where the result of such projects will be shown to teachers, other students and sometimes parents. The tablet makes the gathering of information easier as each and every student can get information from the internet whenever they need it. Conventional textbooks can be downloaded and read on the tablet, but electronic books are also emerging as an



You can keep up with this project on [Facebook](#),
[Twitter](#), [Instagram](#), [Vimeo](#) and [Flickr](#).

[Click here to read further information on using the tablet at home.](#)



Terms of use

The tablet that the student receives is first and foremost a study device. The student should bring the tablet to school every day and follow the instructions of teachers and other school staff regarding its use. Study material and software is added onto the tablets in various ways, through the Google Classroom system, the AirWatch administrative system or in whichever way the teacher decides each time. Students' tablets have an automatic access to the school's wireless network, and this network is safe and protected from inappropriate content. Students are not permitted to change the network connection settings for the school on their tablets.

Full terms of use can be found at the end of this handbook.

Social Media

A wide variety of social media is available for tablets, some of which parents are probably familiar with and other ones designed for younger users. Parents should know that in most cases there are age requirements for such social media, such as Facebook, Twitter, Instagram and Snapchat, all of which require users to be at least 13 years of age. It's important that parents discuss these age requirements with their children, and of course the use of those programs are not permitted at school.

All students will receive some training in the correct and responsible use of technology before receiving the tablets, and this training will continue throughout the school year.

It's important that there is good cooperation between parents and the school regarding these issues and that parents talk to their children regarding issues such as taking and posting pictures, online communication and the security of personal information.

Should something happen

It's important that students take good care of their tablets. All students will receive a case, and the tablet should be kept in the case at all times so it is protected from impact damage. Students should not use the front side of the case as a handle; it's better to close the case when moving the tablet between places. It's also important that Find my iPad is always turned on, as this is a built-in thief-protection system which makes it possible to track the location of the tablet if it gets lost or stolen. Should this happen, or a tablet gets broken or wrecked, the school should be notified immediately. It's best to contact the homeroom teacher, who will guide you through the next steps. The student will receive a new comparable tablet as quickly as possible. Compensation for a broken device will not be required unless the student intentionally damaged the device, either their own or someone else's.



Receiving the tablets

5th grade students will next receive tablets at the end of August 2018.

All students in grades 5-10 will then have received an iPad tablet.

Each and every student has their own tablet and can take it home with them after school.

Students should bring their tablets fully charged to school every morning. It is therefore recommended that chargers be kept at home.

Responsibility

Tablets are the property of the City of Kópavogur

Students must take good care of their device and parents should support responsible and cautious use of it. The tablet should never be removed from its case.

A damaged device only requires compensation if the damage was intentional by the student.

The device should not be used for illegal activities and the operating system should not be tampered with.

The tablet is registered to the administrative system Airwatch, which connects it to the computer department and makes it possible to send students books and apps electronically. It's also possible to see information regarding the use of the tablet to a certain extent, for example whether illegal apps have been downloaded or if settings have been changed.

The app Find my iPad should always be turned on, as it serves as a built-in thief protection system.

The device is connected to wireless internet at school, which is a secure network protected from inappropriate content. If the home has a wireless network, the tablet can be connected to it with a password. It is not permitted to change the internet settings on the tablet.

TABLET USAGE AT HOME

Parents set the rules regarding tablet usage at home, what the student is permitted to do and for how long. SamKóp have prepared a draft contract which parents and children can use if they wish. The contract, along with other information for parents, can be found on the website spjaldtolvur.kopavogur.is

Students are permitted to download apps of their choice from the App Store, but if a device is out of space the study material must have priority. For security reasons students are not permitted to download apps from other sources than the App Store. It's important that parents speak to their children about the correct and responsible use of the tablet, for example regarding taking and posting photos, social media, online communication (how we express ourselves to others) and safety (to not give out personal information to strangers).



Terms of use

- The computer tablet covered by this agreement is the property of Kópavogur. The student has access to the device during the school period, as long as the student is registered in a compulsory school in Kópavogur. At the end of each school year the student shall return the device to the school. When the device is returned the student must log out of his/her Apple-ID and iCloud Access in the device.
- Kópavogur reserves the right to temporarily recall the device for repairs or services, to remove adverse data or to track possible abuse. The student will then be provided with a rental device during this period so that there is no interruption in the student's education.
- Kópavogur installs presets which allow for necessary maintenance and administration for servicing the device. The device is registered on the administration system of Kópavogur (Airwatch) which allows administrators to transfer teaching materials and software to the device, as well as tracing the device if it is lost or stolen. Kópavogur services the device, including registering it to the school's wireless internet in accordance to the rules which are in place.
- The student and the parent/guardian are handed the device for use. To be able to use the device, the student must have an AppleID and Kópavogur will set it up for him/her. It is recommended that only one AppleID is used for each device.
- When the device is handed to the student they must enter a four digit passcode on the device which is provided by Kópavogur and is used to unlock the device. The head teacher and parents/guardians also get this passcode. If the student changes the passcode later they must share the code with the head teacher and parents/guardians.
- The student is allowed to bring the device home at the end of the school day, but must bring it to school every day, fully charged. The student is responsible for the charger and cord and is it recommended that it be kept at home. If lost or destroyed, the charger must be replaced at the student's own cost. The use of the device at home for gaming or leisure activities must be in agreement with the parents and the student must follow the rules set by the parents. If the student proves to be unable to follow the rules set by the parents, the parents/guardians and the school may decide that the device should be kept at school.
- The student and the parents/guardians are responsible for the treatment and use of the device while the student has it. The student must take care of the device and be responsible in its use. If the student proves to have difficulty with this responsibility, according to the school and the parents/guardians, they may decide for the device to be kept at school.



- The student will receive one cover for the device and is not allowed to remove the device from its cover. If the student wants to use another cover, they are allowed, but must then return the original cover to the school. The cover is the student's property and his/her responsibility. The student is allowed to mark it and decorate it as he/she pleases.
- Under no circumstance is the device to be used illegally. Installing stolen programs or programs which change its operating system is strictly forbidden, as well as using the AppleID or the Find my Ipad program to delete data or settings from the device. The student must follow the rules of the school and the laws in regards to taking and publishing photographs.
- The device includes teaching materials and programs for the student's studies. The student and the parents/guardian are allowed to install their own materials, such as photos and music, as well as their own software of their choice, teaching materials shall always be a priority. If the device's memory is full, the teaching materials have priority over the student's materials. When the device is returned at the end of the year it is the students' responsibility to save personal data since the device might be upgraded and reset before it is returned in the next school year and then all data is deleted from the device.
- If the device is damaged or destroyed, lost or stolen it must be immediately reported to the school and Kópavogur will lend a device to the student during repairs or the retrieval of the missing device. If the damages to the device are intentional or the student has something to do with the theft of the device, the student must replace or repair the device.
- If the student happens to transfer between schools within the Kópavogur school district he keeps using the same device and the municipality will take care of the registration of the device between the mandatory school's computer systems.
- If the student moves to another municipality and leaves kópavogur school district he/she must return the device to the school and sign out of the AppleID and the iCloud access in the device.