

Elementary iPad Expectations for Families

All students have been issued an EPSD-district device and charger/cable as a means of delivering content and curriculum. All iPads and chargers are property of the East Penn School District; district-issued devices have a green asset tag with a bar code or a green sticker that states “Property of East Penn School District”. Students have also been issued an Apple brand lightning cable to work in coordination with the 12W charging brick to charge the iPad. The device should only be used by the student it is issued to; other household members should not utilize the iPad for personal use.

Student iPads should be fully charged on a nightly basis. Chargers and cables can be left in the student’s home and will be collected upon withdrawal from the East Penn SD or at the close of the school year. Students are to bring iPads to school on a daily basis and will be used for in school instruction, homework, and flexible instructional days. Students who forget their devices at home will not be provided with a loaner device at school; if the student does not bring the device fully-charged, the student may miss important learning opportunities. We ask that families assist in reminding students to charge their devices on a nightly basis to ensure that students can fully participate in learning activities.

District-issued iPads are filtered when in school, and the filter remains in place while at home. If your child’s device is not reaching its target destination (such as a specific webpage) or is dropping an online tele-conferencing platform (Zoom or Google Meet), it is possible that the in-home filtering that you have in place may be conflicting with the district’s content filter. If you utilize one of these home-filtering options, please check to see if this may be the source of the conflict. Additionally, it is possible that our filter may override the in-home filter that a family has in place. Even with the variety of filtering options that a family has in place, we strongly encourage that families monitor their child’s usage of the device. If there are any issues with your child’s device, please enter a [Help Desk ticket](#) using the “Sign in with Google” option, which will utilize the student’s @eastpennsd.org email address and password. If you have difficulty completing the ticket, please reach out to the classroom teacher for assistance.



Teacher expectations

Ensure that an [iPad inventory](#) has been taken for each student in the classroom. This should have been completed at the start of the school year. As new students enroll in the district, teachers should then complete the form for new students and keep it in the classroom as a record to compare what is returned at the close of the school year.

To avoid damage to devices, we strongly recommend that teachers show students how to securely carry the device. Many elementary-aged students will “hug” the device while in transit in the hall or moving from one location to another within the classroom so that the device is not dropped. A form reminding students and families of these guidelines should be sent home with each student. This form can be [found here](#).

Teachers should remind students to charge their iPads at home on a nightly basis with the district-issued charger and cable. Using a different wattage charger such as a phone charger or a non-Apple brand charger may take longer to charge the device or cause the device to overheat. Teachers should show students how to set reminder alarms to charge the iPad each evening and pack the iPad in their book bag each morning.

7:30 PM alarm (Charge iPad) - Sunday - Thursday

7:30 AM alarm (Put iPad in Book Bag) - Monday - Friday

[Watch the Video Tutorial Here](#)

If a student forgets their device at home on a frequent basis, or the device comes to school uncharged, please make contact with the family. The district does not provide loaner devices or spare cables and chargers. Our East Penn families are an integral part of ensuring that devices can be used as intended (fully charged and present) in school and at home.

All K-12 students are required to receive training (2 lessons) regarding digital citizenship on an annual basis. The lessons can be teacher created, or teachers can utilize lessons from [Common Sense Media](#). This is a part of the elementary curriculum that librarians teach; however, we are asking that teachers instruct one formal lesson in their own classroom prior to sending devices home. Records of the lessons should be kept by the teacher (gradebook, Google Form, etc.) in the event that the district were to be audited as part of the e-Rate process.

****Please note that components of these lessons may be utilized. The lesson does not need to be taught according to what is being presented by Common Sense**

Media. The team can decide how they would like to deliver the lesson and when that may occur.**

Media Balance & Well Being

Kindergarten lesson: [Pause for People](#)

First grade lesson: [How Technology Makes You Feel](#)

Second grade lesson: [Device-Free Moments](#)

Third grade lesson: [Your Rings of Responsibility](#)

Fourth grade lesson: [My Media Choices](#)

Fifth grade lesson: [Finding My Media Balance](#)

Cyberbullying, Digital Drama & Hate Speech

Kindergarten lesson: [Media Balance is Important](#)

First grade lesson: [Pause & Think Online](#)

Second grade lesson: [We, the Digital Citizens](#) or [Putting a Stop to Online Meanness](#)

Third grade lesson: [The Power of Words](#)

Fourth grade lesson: [Be a Super Digital Citizen](#)

Fifth grade lesson: [Is it Cyberbullying?](#)

Quarantined Student Plan

1. Nurse/AA communicates with the teacher to let them know a student will be out for "X" amount of days.
2. Students who are quarantining are marked absent, but given work, activities, and livestream opportunities from their teacher via Google Meet or Zoom so they are able to continue to learn and stay on pace with the class
3. Teachers will reach out through Seesaw to the affected family to notify them that work will be on Google Classroom/SeeSaw
 - a. Work activities will be available on Google classroom and/or SeeSaw for each subject
 - b. Opportunities to livestream (based on when teachers feels livestreaming is appropriate) are clearly communicated in Google classroom with links for each lesson that will be made available to students
 - c. When should I livestream a lesson?
 - i. If your class is together as a whole group
 - ii. if you are introducing a new topic to the class
 - iii. If you are reviewing a key concept with the whole class
 - d. When is not a good time to livestream?
 - i. If you are working with small groups
 - ii. If your students are primarily doing independent work

- iii. If you are doing a hands on activity with school supplies that would provide no benefit for a student a home
4. What do I do if I am not livestreaming a class?
 - a. Provide work in Google classroom or Seesaw for students to complete.
 - b. Provide detailed directions on how to complete the activities.
 - c. Posting any recorded lessons from last year, when we were flipping lessons, may be helpful for this year's students.

 5. In addition to the classroom teacher supporting students with learning opportunities when quarantining, Vespa teachers may be another support for students. While VESPA teachers are not following the exact pacing guide of the EPSD grade levels, they are here to help students during quarantine. They cannot provide direct instruction, but the teachers are very willing to help students who are struggling with an assignment, need assistance with technology, or just need to see an adult instructor. Please see the links below for the different teachers and grade levels.

Students will need to log on from their district device (district account).

When the classroom teacher communicates the opportunity to connect with Vespa teachers, they will copy the appropriate Vespa teacher below so they know the student may connect with them.

Grade Levels	K - 1st	2nd - 3rd	4th - 5th
Teacher	Ms. Granitzski	Mrs. Hoffman	Ms. Larkin
Zoom Link	https://eastpennsd.zoom.us/j/7343286717	https://eastpennsd.zoom.us/j/8133346821	https://eastpennsd.zoom.us/j/5738503365?pwd=S25odDZvbUJPZlpHOG9DUHBMVHRFdz09
	Will use waiting room	Will use waiting room	Will use waiting room
Daily Times Available Monday - Friday - we follow the district calendar for delays/early dismissals/days off	Morning Meeting 9-9:30 (K) 9:30 - 10 (1st) Office Hours	Morning Meeting 9-9:30 (3rd) 9:30 - 10 (2nd) Office Hours 10 - 11 (2nd and 3rd)	Morning Meeting 9 - 9:30 (4th) 9:30 - 10 (5th) Office Hours 10 - 11 (4th and 5th)

		Office Hours 2:40 - 3:15 (2nd and 3rd)	Office Hours 2:40 - 3:15 (4th and 5th)
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Expected Timeline

Week of 9/13:

- Faculty Meeting with teachers regarding iPads
- Teachers complete iPad inventory checklist for each student in the classroom
- Teachers may teach a lesson regarding digital citizenship with their students

Week of 9/20:

- Principal and Teachers may share a message with parents regarding iPads going home and expectations for student use at home
- After the principal and teacher communicate iPad expectations, iPads may go home with quarantined students.

Week of 9/27:

- Send district communication home to K-5 students regarding iPads going home and their intended use via School Messenger and Social Media

Week of 10/4:

- Send iPads home with students on a specific day across all buildings