August 15, 2013

Dear Parents and Guardians,

We are so excited for the start of the 2013-2014 school year. In advance of the first day, we wanted to ask you to take a few minutes to review all of the details below. We apologize for the length of this communication, but there is a significant amount of information we need to pass along to families.

**Online Resources - Technology in the Middle School (ALL STUDENTS)**

All information related to the Middle School Technology initiative can be found at Middle School Technology webpage. Links to this page can also be found on the Parent Portal. We hope that the information on these pages will serve as a resource to students and families throughout the school year.

**iPad Distribution (5th Grade Students)**

Students entering the 5th grade will be assigned a school-owned iPad in the first few weeks of classes. The iPad will remain at school. We will be working with these students to develop strategies to work with these devices during the school day.

**iPad Distribution (6th Grade Students)**

We will be distributing family-purchased iPads to students in 6th grade within the first two weeks of classes. The exact day of the distribution will be determined by the 6th grade team in the next few days and shared with the students on the first day of classes. If your daughter already owns an iPad, she should bring it to class on the distribution day.

**iPads Use (7th & 8th Grade Students)**

Students entering 7th and 8th grade should begin to bring in their iPad on the first day of classes. In preparation for the start of school, students should spend some time “cleaning” their iPad by deleting unused apps, extraneous photos and videos, etc. Students will be expected to maintain enough space for any additional apps and resources required for their school-work. The amount of free space will vary based on a student's class schedule. If your 7th or 8th daughter is new to Hathaway Brown School and you ordered an iPad from the school, we will be scheduling a time to distribute her iPad.

**Setting up iTunes Account (ALL 6th Grade Students and NEW 7th & 8th Grade Students)**

In preparation for the distribution of family-purchased iPads to 6th grade students and new students entering 7th and 8th grade, each student will need an iTunes username and password. Access to an iTunes account is necessary as students will be using that account to setup the device and install apps. NO CREDIT CARD IS REQUIRED for an iTunes account (see instructions below to setup an account without a credit card). The School will be purchasing apps as part of Apple’s Volume Purchasing Program (VPP), and we will distribute links to each student to redeem the apps in the iTunes App Store. Once the code is activated, the app becomes the property of the student, linked to the iTunes account on the device. The School will retain no ownership of the app as it will be linked to that student’s account from that point forward. If you would like to allow your daughter to purchase apps beyond the school-required apps, we suggest that families provide the student with an iTunes gift card.

- **Set up an iTunes App Store account without a credit card...**
- There are two iTunes account options to consider for students...
  
  1. **Student Account** - If your daughter already has an iTunes account, she may use that same account to set up the iPad. Or, you may create a new account specifically for her. If you are uncomfortable with your daughter managing her own iTunes account, you can change the password after the initial installation and manage the account for her. She will need the password for the first two weeks after the distribution of the iPad.
  2. **Family Account**

    If you have a family iTunes account, your daughter may use that account as long as she knows...
the username and password. The advantage of using a family account is that all apps associated with that account can be shared on multiple devices in your family. If you are uncomfortable with your daughter managing the family iTunes account, you can change the password after the initial installation and manage the account for her. She will need the password for the first two weeks after the distribution of the iPad.

**Required Middle School Apps (6th, 7th, and 8th Grade)**
A list of required apps for the 2013-2014 school year is available at [http://bit.ly/126aeRu](http://bit.ly/126aeRu). All paid apps will be purchased by the School and distributed to the students. Students are responsible for downloading all required free apps from the iTunes Store. We will email a copy of this list to students so they can access the list directly on their iPads.

**Identifying iPads (6th, 7th, and 8th Grade)**
When we distribute iPads, we will provide a label for students to identify their device. Students may create their own name labels, but some type of name label is required. Students may decorate their iPad and/or case with stickers or permanent markers (with parental permission). Finally, families should enable the "find me" setting on their daughter's iPad. Additional information is available at [http://www.apple.com/ipad/find-my-ipad.html](http://www.apple.com/ipad/find-my-ipad.html).

**iPad Care & Security (6th, 7th, and 8th Grade)**
We will be working with students to teach them how to best care for the iPad. Here are some tips to get started...

- **TRANSPORTATION:** Students should be able to slide the iPad safely into their backpacks. Students should exercise care when transporting the iPad in a backpack by setting the backpack down carefully, and they should not drop the backpack or place heavy items on the backpack. In addition to the case, inexpensive iPad sleeves can be purchased at many retail locations to provide additional protection.
- **PASSCODE:** Students should set a passcode to protect their information and data. Instructions on setting a passcode can be found at [http://support.apple.com/kb/HT4113](http://support.apple.com/kb/HT4113).
- **STORAGE:** Students are responsible for the use and care of their iPads at all times. Students will keep their iPads securely locked in their lockers or in their backpacks at all times while at school. Students should keep their iPad in a safe and secure place as determined by their parents while at home. Students should not leave their iPads in a vehicle or other location that experiences extreme temperatures.

**HOME USE CONTRACT (6th, 7th, and 8th Grade)**
We encourage families to complete the [Home Use Contract](http://bit.ly/sgdyuQ) to develop sound and responsible habits when using the iPad (and other devices) at home. We will be sending a printed copy of this contract home with the students. Making a home use contract is a great opportunity for dialogue between adult and child about mutual expectations, responsibilities, and privileges. A printed, signed contract is a point of discussion that can be extended throughout the school year as the student adapts to this technologically changing landscape. Lastly, it is a way for the whole family to be mindful of their actions and attitudes. Hathaway Brown School does not need a copy of this contract returned.

We are excited for the school year to begin. Please contact us with any questions.

Thank you,

Barry

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