



Toyota City Learning Tablet Guidebook

<For Parents/Guardians> April 2024

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Introduction

This guidebook contains the following two important points for Toyota City Elementary and Junior High school students to use learning tablets properly.

- **The purpose of learning tablets and how they are used**
- **Rules for using learning tablets**

Each student gets a learning tablet provided by Toyota city. If properly used, these tablets can empower classroom learning, however, if students misuse the device, it may lead to troubles and even harm children. Please read this guidebook with your child to ensure that it is safe and effective for use at home.

How Learning Tablets are used

① The purpose using learning tablets

These tables are used in studies to acquire following skills.

- Set goals, be consistent in studies…………… <Self-reliance・Self-discipline>
- Select, connect and express information…………… <Language, Information literacy>
- Ability to identify problems and solve them with others… <Cooperation, Identifying challenges・Problem-solving>

② Where students use learning tablets

- These tablets are mainly used at school and at home. They may also be taken out of school for field trips and other classes.

③ Things to keep in mind

- Do not use it near water or wet things.
- Consider why it should not be used in dusty or sandy places.
- Do not use it under strong sunlight, around heaters or where it gets very hot.
- Always keep the learning tablet close by, being careful not to misplace or lose it.
- Consider situations where it can be damaged, such as using it while walking (you may drop it), running with it (you may drop it), placing it on the floor or ground (you may step on it).
- Do not place books, pencil cases, etc. on the learning tablet, and keep the desk tidy when using it.
- Use the shoulder strap when using it while standing (5th grade and older).
- Touch the screen with your finger or a stylus, and consider what happens when you touch it with a hard object.
- Do not place the learning tablet near magnets or anything that may make it malfunction.

④ How tablets are stored

- Tablets are stored and charged in the cabinet with a lock.
 - Take out tablets in the morning and put them back in the cabinet before leaving.
- Do not take the tablet out of school without permission.
- Do not take out the tablet from your bag while walking home from school.
- When putting it away in a bag to take it home, put a screen protection cover and do not force it into the bag (do not put pressure on it).

⑤ Rules for saving・moving data ※Refer to page 4

- Any files or downloaded data can be saved in the cloud storage selected by school only if you are permitted to do so by your teacher.
- Do not save any data in the internal storage space on the tablet.
- You cannot use school cloud storage space with your personal computer unless your teacher allows you to do so.
- You cannot connect your computer, USB memory, or any other media to the learning tablet.
 - You can only attach earphones and power adaptors to the tablet.
 - You can only connect to home Wi-Fi or Wi-Fi device provided by Toyota City.
- Some files on the Internet can be harmful. Do not download them unless you really need to do so. Consider the risks of downloading.

⑥ Taking pictures and videos with the camera

- You need to tell your teacher before using camera or recording function on the tablet.
- You need to tell your parents before using tablet camera or recording function at home.
- You need to get permission to take pictures of people, their homes or properties with the camera, or when using the recording function.

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Measures to protect children (Information Security)

- Teachers will have correct knowledge of digital citizenship and set an example.
- When problem occurs, information is first shared within school and promptly handled.

	Unsafe tablet use	Reference
<input type="checkbox"/>	Upload your personal information to the Internet ※Personal information indicated at  is also protected through cloud operations that meet the standards of Education Information Security Policy.	<ul style="list-style-type: none"> ○ Personal information used on the leaning tablets Family name or personal name (full name is used when using SKYMENU, Qubena, Office365 etc. on OneDrive) , files (opinions · work · report etc.) , pictures and videos without personal names, hobbies and likes (used in interaction lesson) Operation and other logs ✕ Personal information not allowed on the learning tablets Home address, phone number, email address, birthday, pictures and videos with personal information.
<input type="checkbox"/>	Download pictures and videos that infringe on portrait rights.	<ul style="list-style-type: none"> • All pictures, videos, music and documents on the Internet have copyrights. • Almost all videos are illegal to download.
<input type="checkbox"/>	Forget your passcode etc. Change your passcode etc.	<ul style="list-style-type: none"> • If you forget it, report to school. • Passcodes can never be changed without permission. This is so that teachers can open the learning tablet and check the learning status.
<input type="checkbox"/>	Install unnecessary Apps.	<ul style="list-style-type: none"> • You cannot change settings / install Apps without getting permission to do so.
<input type="checkbox"/>	Connect to public Wi-Fi	<ul style="list-style-type: none"> • You can only connect to your home Wi-Fi or what school has allowed for you to use.
<input type="checkbox"/>	Access harmful contents on the Internet	<ul style="list-style-type: none"> • Please monitor your child's tablet use. Browsers are restricted and controlled, however, if your child visits a harmful website or faces any troubles please immediately report to school.
<input type="checkbox"/>	Make in-app purchases	<ul style="list-style-type: none"> • Please report to school immediately. Please note that we cannot compensate you for the amount charged.

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Conclusion

What the world would be like in 10 years? AI will be working closely together with people. People, who have the ability to appreciate beauty will use technologies to the full to make good judgements and to make new society.

We hope children will be proud to have grown up in Toyota city and broaden their vision from Japan to the world. It is our sincere desire for children to use their ability to the full and be active in the future world. We hope the education using learning tablets will help them to do so.

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School	Grade · Class · Number	Name	Parent's Name
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