

Millburn District 24

iPad Procedures and Information

Handbook

2017-18



Millburn Elementary School

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1) Statement of Intent for the District 24 1:1 iPad Initiative

The Millburn School District believes, based on research, best practice, and experiences in other districts, that every student and staff member needs to achieve technological competence and informational literacy. This includes an awareness of how technology and information resources are applied in society and how proficient use will enhance lifelong learning. Technology must provide enhancements to the teaching/learning process that will result in increased student engagement.

The Millburn District 24 1:1 iPad Initiative intends to provide equitable resources necessary for our students to be successful and engaged learners. In order to achieve academic excellence, today's students require access to educational experiences that seamlessly integrate technology throughout the educational program. This initiative seeks to provide our students with around-the-clock, ubiquitous access to technology through the use of the Apple iPad.

This program is about learning, and that learning results from dynamic and engaging interaction among students, parents, educators, and the community as a whole. The vital role of the teacher is not diminished as a result of the 1:1 initiative. Teaching and learning through the integration of iPads not only increases student engagement and ownership of learning, but allows for effective transformation of curriculum that can take place anywhere and at anytime.

The policies, procedures, and information within this document apply to all District 24 iPads used in our schools, including any other device deemed by the Administration to come under this policy. The information and agreements found here represent a clear and comprehensive attempt to explain to our parents, students, and teachers, the level of responsibility necessary to participate in this initiative. Millburn District 24 reserves the right to make any additions or alterations to this policy necessary in order to insure the effectiveness of this initiative as well as the safety and well-being of all of our students.

2) The Acceptable Use of iPads in Millburn School District 24

Privilege

The use of technology resources at Millburn District 24 is a privilege, not a right. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources, including, but not limited to, the iPad. If a person violates any of the tenets named in this policy, privileges may be terminated, access to the district's technology resources may be denied, and the appropriate disciplinary action shall be taken.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

Electronic Network Access (taken from the Board of Education Policy on Acceptable Use of Electronic Networks)

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's Authorization for Electronic Network Access contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Student iPad Acceptable Use Policy

All use of iPads shall be consistent with the District's goal of promoting educational excellence. These procedures do not attempt to state all required behavior by users; however, some specific examples are provided. Student conduct is always being evaluated by district staff, which includes, but is not limited to: administrators, teachers, paraprofessionals, coaches, chaperones, and bus drivers. All the aforementioned staff can make recommendations regarding whether or not a user has violated these procedures. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Privileges - The use of the District's iPad is a privilege, not a right, and inappropriate use may result in those privileges being denied, revoked, or suspended at any time. The iPad is subject to routine monitoring by district staff. The district reserves the right to supervise all iPad use, or to confiscate and search a student's district-owned iPad to ensure compliance with the Acceptable Use Policy. In the event of disciplinary action, completion of all classwork remains the responsibility of the student.

Cameras - Students must use good judgement when using the camera. The camera will not be used to take inappropriate, illicit, or sexually explicit photos or videos, nor will it be used to

embarrass anyone in any way. Use of the camera and microphone are strictly prohibited unless permission is granted by district staff and the person being photographed.

Software Applications (Apps) - The apps and operating system originally installed must remain on the iPad in usable condition and be easily accessible at all times. Students will be granted permission to customize certain aspects of the iPad, however appropriate media must be used and screen lock pass codes must be given to district staff whenever asked to present them.

Disclaimer - Millburn District 24 makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages the user suffers. This includes the loss of data or service interruptions. Use of any information obtained via the Internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through the iPad.

Security - Network security is a high priority. If the user can identify a security problem on the iPad, the user must notify the district technology staff immediately. Do not demonstrate the problem to other users. Keep your account and passwords confidential at all times. Do not use or ask to use another individual's account. Any user identified as a security risk may be denied access to the iPads.

Vandalism - Vandalism is any attempt to harm or destroy hardware, software, or data of another user, the Internet, or any other network. This also includes modifying the iPad in any way other than instructed by district staff and applying any permanent marks, decorations, or modifications to the iPad. Vandalism will result in cancellation of privileges and other disciplinary action.

Unacceptable and Strictly Prohibited Use - The user is responsible for his or her own actions and activities involving the iPad. Unacceptable and prohibited use may result in cancellation of privileges and other disciplinary action. Some examples of unacceptable uses are as follows:

- Using the iPad for any illegal activity, including violation of copyright, or transmitting any material in violation of any state or federal law;
- Unauthorized downloading of Apps or any other media such as videos, music, or images;
- Using the iPad for private financial or commercial gain or advertising;
- Wastefully using resources, such as file space;
- Hacking or gaining unauthorized access to files or resources;
- Invading the privacy of individuals, that includes the unauthorized disclosure of information about anyone that is of a personal nature including a photograph, video, or audio recording.
- Publishing or posting material authored or created by another without his/her consent;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
- Using the iPad while privileges are suspended or revoked;

- Use of online resources selling term papers, book reports and other forms of student work;
- Sending mass or inappropriate emails and inappropriate use of AirPlay or AirDrop;
- Gaining access to other student's accounts, files, and/or data;
- Use of the district's Internet/Email accounts for financial or commercial gain or for any illegal activity;
- Use of anonymous and/or false communications;
- Participation in credit card fraud, electronic forgery, or other forms of illegal identity theft behavior;
- Bypassing the district's Internet Web filter by any means, including the use of anonymizer websites and anonymizer/proxy bypass/remote access Apps. This includes, but is not limited to, the use of tethering or portable hot-spot devices, or connecting to any other Wi-Fi network (like neighboring home networks) or ISP's (Internet Service Provider) while at school.

3) Responsibilities

Parent/Guardian Responsibilities:

- Talk to your children about the values and standards that they should follow on the use of the iPad and the Internet just as you would do on the use of all media such as television, telephones, movies, music, and radio.
- Remind your children that misuse or damage to district-owned technology, including the iPad, is the financial responsibility of the family and that great care should be taken to treat the equipment properly and with respect.
- Go over the Parent/Student iPad User Agreement with your child and make sure they understand fully the expectations on the use of the iPad at all times.

Student's Responsibilities:

- Using all technology devices, including the iPads, in a responsible and ethical manner.
- Proper care and maintenance for the iPad and all provided accessories.
- Obeying general school and district rules concerning behavior and communication.
- Using all technology resources in an appropriate manner so as to not damage school or district equipment.
- Use of any information obtained via the Millburn District 24's Internet System/ Network is at your own risk. Millburn District 24 specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.
- Helping Millburn District 24 protect its' technology and systems by contacting a district staff member about any security problems they may encounter.

- Monitoring all activity on their accounts; network login, email, and iTunes.
- If a student receives an email containing inappropriate or abusive language or if the subject matter is questionable, he/she should inform a staff member as soon as possible.
- Return their iPad to the school at the end of the school year or at time of un-enrollment/transfer to another school district. Students who withdraw, are suspended or expelled, or terminate enrollment in Millburn District 24 for any other reason must return their district-owned iPad on the date of termination.

School/District Responsibilities:

- Provide iPads for every student in grades Pre-K through 8th Grade.
- Provide Internet and email access to students.
- Provide content filtering of online materials.
- Millburn District 24 reserves the right to review, monitor, and restrict information stored on or transmitted via school-owned equipment and to investigate inappropriate use of resources.
- Provide staff training to aid students in doing research and help assure student compliance with the Acceptable Use Policy.
- Help ensure that any pictures, video, and audio recordings of any student or staff member are allowed only for school related purposes and with written consent.

4) Receiving Your iPad

Grades 6-8 - With Take Home Rights

1. In order to receive your district-owned iPad, all students and their parents/guardians are required to attend a designated “roll-out” session. Because of the importance of this initiative and the large investment we are all making in our students, we are hosting a Student/Parent Roll Out session for each school. The schedule for the 2017-2018 school year is below:

Saturday, August 12th: 8am to Noon

Monday, August 14th: 4pm to 7pm

2. To receive an iPad, the student and a parent/guardian must not only attend the designated roll-out session, but must carefully read this Student iPad Handbook and sign the Parent/Student iPad User Agreement and complete all relevant paperwork. If electing to participate in the iPad Accident Protection Plan, the payment for the plan must be submitted in order for the iPad to leave school property. Regardless of whether or not you are taking an iPad home, the iPad Accident Protection Plan must be filled out and signed prior to leaving the roll-out session. This form and the Parent/Student iPad User Agreement must be signed and turned in or the student will not be assigned an iPad.

3. Parents are required to enroll in the iPad Accident Protection Plan before taking the iPad home. If a family chooses not to participate in the protection plan, the student must check the issued iPad in and out before and after school each day. Students will follow the Middle School procedure for Check In/Check Out. Devices checked out for daily use may be reported as stolen if removed from school property.

4. All iPads remain the property of Millburn School District 24. This district reserves the right to collect and/or inspect your device at anytime and to delete any material or applications deemed inappropriate.

Grades PreK-5

1. To receive an iPad, the student and a parent/guardian must carefully read this Student iPad Handbook and sign the Parent/Student iPad User Agreement and complete all relevant paperwork.

2. We will start the 17-18 school year with no take home rights in grades PreK-5. iPads will be delivered to classroom teachers the first week of school. Paperwork will be sent home and collected by homeroom teachers. This must be completed and returned before your child is assigned an iPad.

3. Students and teachers will have a plan for charging and checking in iPads daily. However, if an iPad is missing, it may be reported as stolen and appropriate steps will be taken to recover the device.

4. All iPads remain the property of Millburn School District 24. This district reserves the right to collect and/or inspect your device at anytime and to delete any material or applications deemed inappropriate.

5) Returning Your iPad (Check-In All Grades)

1. The iPad, Case, Charger and Charging Cable must be returned at the end of each school year in good condition for maintenance, cleaning and software installations. If enrollment at Millburn School District 24 is terminated for any reason (e.g., transfer, graduation, expulsion), all of these items must be returned on the date of termination or withdrawal. All iPads, Cases, Chargers, and Charging Cables will be checked in prior to summer break.

2. If a student fails to return the iPad at the end of the school year or upon termination of enrollment at Millburn School District 24, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad, or, if applicable, any deductible. Failure to return the iPad will result in a theft report being filed with the Police Department.

6) Using the iPad at School

1. The iPad is the property of the Millburn School District 24 and as a result may be seized and reviewed at any time. Students should have NO expectation of privacy of materials found on the iPad or a school supplied email account.
2. The Millburn School District 24 assigned iPad is the only approved personal computer device allowed. All other computers/devices are not allowed and are subject to seizure.
3. The iPad comes equipped with both a front and rear-facing camera and video and audio recording capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group. Millburn School District 24 retains the rights concerning any recording and/or publishing of any student or staff member's work or image. Students must obtain permission to publish a photograph or video/audio recording of any school related activity.
4. iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad. Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher.
5. If students leave their iPad at home they will still be responsible for getting their course work completed. Not having the iPad when it is necessary for completing coursework is not a valid excuse for not completing work on time. If a student repeatedly leaves their iPad at home, they will be required to meet with the building administration and may lose the privilege of taking the iPad home permanently or for a period of time.
6. Under no circumstances should an iPad be left in an unsupervised area. Unsupervised areas include the school grounds and campus, the lunchroom, computer labs, locker rooms, Media Center, unlocked classrooms, and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the school office and the student may be issued disciplinary action.
7. If an iPad is being repaired, loaner iPads may be issued to students, if available. The loaner iPad must be returned to the school at the end of the day.
8. iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. Repeat violations of this rule may result in disciplinary actions and the potential loss of the privilege of taking the iPad home permanently or for a period of time. iPad batteries have a life of 8-10 hours. Therefore, if it is fully charged at the beginning of the day, there should be sufficient charge to utilize the device all day.
9. During Passing time between classes at or while traveling from the classroom to Specials, the

iPad is to be closed and if possible should be placed in your locker between classes and should only be removed/turned on after arrival to class.

10. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students may only use earbuds or headphones in the classroom with permission of the teacher and for instructional purposes. Use of headphones, external or internal speakers is not permitted during passing time or traveling to Specials classes. Again, sound must be muted at all times when in the hallway during passing time.

11. Printing will be limited with the iPad. Students will be given information on sharing documents with the iPad at school.

12. Updates to Apps and the iPad software are updated periodically. It is the student's responsibility to keep the device updated.

13. The iPad affords limited electronic storage space, about 128 Gigabytes after operating system and core apps are installed. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space such as your Google Drive account.

14. The District-assigned iPad is designed as a tool for school work; any uses of the iPad should be limited to school activities.

15. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.

16. Plagiarism is a violation of the Millburn School District 24 code of conduct. Give credit to all sources used, whether quoted or in your own words. This includes all forms of media on the internet, such as pictures, videos, music, and text.

17. Any attempt to circumvent the district web filter will result in disciplinary action and the possible revocation of the iPad for a period of time. These attempts include, but are not limited to, using proxies, phone tethering, or Wi-Fi Hot-Spots.

Usage Guidelines

1. Abide by the district's Acceptable Use and iPad Policies at all times inside and outside of school hours.
2. Honor the district's restrictions of access to sites and apps that are not allowed at school.
3. Secure your iPad in your locker or desk whenever it is not in your direct possession.
4. All applications, games, and music on your iPad must be legitimately purchased and licensed.
5. You may not attempt to break the security protocols put in place by the district. If an iPad is "Jail-broken", it voids the warranty. If you "Jail-Break" (Process of removing limitations imposed by the manufacturer) your iPad, you are responsible for the cost of the device. Repairs

will be organized by the Technology Department. Do not attempt repairs yourself.

6. You are responsible for backing up personal data on your iPad. Documentation will be provided on best practices for backing up your data using Google Drive. The district accepts no responsibility for lost data.
7. If necessary, your iPad may need to be reset by a district technician. Resetting causes all programs and files on the device to be erased and the device to be returned to its original state. Provided you have a good backup to Google Drive, most if not all of your data can be restored. Again, the district accepts no responsibility for lost data.
8. The operating system on the device allows for updating, and backing up to Google Drive.
9. Network administrators may review your files and communications to ensure you are using the iPad appropriately. Do not expect that files stored on your iPad will always be private; this is a district- owned and issued device.
10. You are responsible for the appropriateness of all files, data, and internet history on your iPad.
11. You may not take any photos or video or audio recording of other students or staff without their permission. The possession, forwarding, or uploading of unauthorized photos, video, or audio to any website, network storage area, or person is strictly forbidden. Unacceptable and prohibited use may result in cancellation of privileges and other disciplinary action.
12. You may not access another individual's materials, information, or files on their iPad.
13. To prevent the risk of theft, never leave your iPad in an unsupervised area such as the lunchroom, computer lab, locker room, library, unlocked classrooms, restrooms, or hallways.

Personalization of the iPad

1. Your lock screen must be your school provided library barcode.
2. The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang symbols or pictures, or any image that is deemed inappropriate by any staff member are not permitted per school/district policies.
3. If illegal software/apps are discovered, the iPad will be restored from backup or reset to factory defaults. The district does not accept responsibility for the loss of any software or documents deleted due to a reset and further disciplinary action may occur.
4. You will be expected to use your district issued email.
5. You will not be permitted to set a passcode on the iPad.

Instructional Use of the iPad

1. Whether at school or at home, your district-issued iPad is intended for instructional use.

2. If you have chosen to participate in the iPad Accident Protection Plan, you are responsible to bring your iPad to school every day. If you do not have it, you must complete all work as if it were present.
3. To prevent classroom distractions, sound must be muted during school hours unless instructed otherwise.
4. The software/Apps originally installed by District 24 must remain on the iPad.
5. Bring your iPad to school fully charged every day. It is your responsibility to have sufficient battery life for your expected use while at school.
6. Updates to Apps and the iPad software are released routinely. It is your responsibility to keep your iPad updated.
7. Plagiarism is a violation of the Millburn School District Code of Conduct. Give credit to all sources used, whether quoted or in your own words. This includes all forms of media on the Internet, such as pictures, videos, music, and text.

Managing Your Files and Saving Your Work

Saving to the iPad: Students can save work to the iPad and Google Drive. Storage and saving files to your iPad alone is fine, BUT if your iPad is damaged and files cannot be retrieved, it will NOT be backed up in case of resetting or restoring the iPad. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

Software on the iPads

School Provided Apps and Originally Installed Software: The software/apps originally installed by the District 24 Technology Department must remain on the iPad in usable condition and be accessible at all times. From time to time, the district may add software/apps for use in a particular class. Enough storage space must remain on the iPad for this possibility. District 24 may remove any non-academic materials that limit this ability.

Periodic checks of the iPads will be made to ensure that students have not removed required Apps. Removal of required Apps will result in disciplinary action.

Additional Software: Students are given the privilege of adding Apps to their district-issued iPads only from the Self Service App. Misuse of the iPad or any app may result in disciplinary action.

Jail-Breaking and Hacking: If one of the district's iPads is found to have been Jail-Broken, hacked, or in other ways deliberately altered to adjust or increase the level of access to otherwise restricted features or Internet privileges, immediate appropriate disciplinary action will be taken which may include an expense passed to the parents or guardians if it is deemed appropriate by district personnel to recover time/expenses to restore the iPad to usable condition as a result of

the said Jail-breaking, hacking, or alteration.

7) iPad Care and Maintenance Guide

General Information

- The iPad is the property of Millburn District 24 and all users must follow all rules and regulations outlined in this policy. Students are responsible for the general care of the iPad and the charger they have been issued.
- Do not attempt to gain access to the internal electronics or repair your iPad. If your iPad fails to work or is damaged, report the problem to a staff member as soon as possible who will make sure it gets to the technology staff. The technology staff will determine iPad repair/replacement options. You may be issued a temporary iPad, or other materials, until your iPad is working properly or replaced.
- Each iPad has the ability to be remotely located.
- Each iPad has a unique identification number, and at no time should the numbers or labels be modified or removed.
- Do NOT lend your iPad to another person. Each iPad is assigned to an individual, and the responsibility for the care of the iPad solely rests with that individual.
- Keep your iPad off of the floor where it could be stepped on or tripped over.
- Unless an assignment requires the iPad to be brought out in public, iPads should only be used in school or at home. They should not be left out in plain sight or where they can easily be stolen or lost.
- Do NOT bring iPads on play-dates, sleepovers, or to places where they cannot be stored safely and securely.
- Never leave your iPad unattended in plain sight.

Battery and Charging

- Your iPad comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. Student-issued iPad accessories are the responsibility of the student.
- The iPad is designed for daily use; therefore, each iPad must be charged at home, using the provided wall charger and cord, and brought to school ready for use each school day.
- Fully charged iPad batteries will typically last 12-15 hours of use.
- iPads should never be left in a hot or freezing car or similar environment, as damage to the

battery could result.

Cases

- Your iPad comes with a case. The protective case provides the iPad with sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device in and out of school. Leave the iPad in its case at all times.
- iPad cases furnished by the school must be returned with only normal wear and no alterations to avoid paying a replacement fee.
- New iPad cases are available for purchase if lost or not returned.
- iPads must remain free of any writing, drawing, stickers, or labels. Only labels placed on the iPads by the Millburn District 24 Technology Department are allowed.

Screen

- iPads do not respond well to liquids. Avoid applying liquids to the iPad. The iPad can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings.
- Do NOT use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad.
- While the iPad is scratch resistant, the iPad will scratch. Avoid using any sharp objects on the iPad.
- The iPad screen is glass and it will crack, sometimes with the slightest amount of pressure. Never place heavy objects on top of the iPad and never drop your iPad. Careful placement in your backpack is important.
- When your iPad is in your backpack, DO NOT drop or throw the backpack onto any surface.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as it will break the screen.

Storage and Carrying

- Never leave an iPad unattended in plain sight. When not in your personal possession, the iPad should be in a secure environment. Unattended iPads will be collected and turned in to the school’s main office or a teacher in the student’s grade level.
- Never expose an iPad to long-term temperature extremes or direct sunlight. An automobile is NOT a good place to store an iPad. The iPad has been known to stop functioning outside when the temperature rises too high.
- Avoid placing weight on the iPad. Nothing should be placed on top of the iPad when stored.
- Never throw or slide an iPad.
- The iPad is an electronic device, and care must be exercised when handling the iPad. Never

throw or drop a book bag that contains an iPad. Never place an iPad in a backpack that contains food, liquids, heavy, or sharp objects.

- Keep the iPad away from food and drinks. It is recommended that the iPad not be used at the table during snack or meal times.
- iPads SHALL NOT be used outside on the playground (unless directed by the teacher for class project), in the locker room, or in any bathrooms.

iPad Identification

- Student iPads are labeled with a tamper-resistant asset tag on both the case and the actual iPad inside the case as well.
- On the labels you will find the serial number of the iPad, as well as the iPad Inventory Tag number.
- The iPads are in color-coded cases for grades K-2. Grades 3-8 will all have the same color keyboard case.

8) Parents/Guardians' Guide to Safe iPad/Internet Student Use

Millburn District 24 recognizes that with new technologies comes new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent or guardian, in effectively guiding your child's use of the iPad.

1. Take extra steps to protect your child. Encourage your child to use and store the iPad in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your child to help develop safe surfing habits. Children often model adult behavior.
2. Go where your child goes online. Monitor the places that your child visits. Let your child know that you're there, and help teach her/him how to act as s/he works and socializes online.
3. Review your child's friends list. You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.
4. Understand sites' privacy policies. Internet sites should spell out your rights to review and delete your child's information.
5. Limit the time your student is on the iPad. While the iPad is a very engaging device, it is a school work device. Care and constant monitoring will reduce your child's exposure to excessive use.
6. Report harmful, unwelcome or malicious online threats. Report in a timely fashion to the

school any online interactions that can be considered threatening.

7. Help your child develop a routine. Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the iPad is cared for and when and where its use is appropriate.

8. Take a look at the apps or programs. It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the iPad.

Read and share with your child the Millburn School District iPad care and use policies. By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.