



iPad Policy Handbook

Policies, Procedures and Information

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iPad Introduction

We are entering our third year of a 1:1 iPad in Middle School (grades 5-8.) Teachers, staff, and volunteers have been hard at work enhancing the technical infrastructure, personnel, and device management systems. We expect to continue the long-term benefits in student technological competence, awareness of global influences, reduction in paper and ink costs, and an adjustment of classroom teaching styles to fit the needs of technological learners.

We expect to implement different components of our iPad program every year in order to adapt with growing and changing learning styles. The goals for our 1:1 iPad program are as follows:

- **Years Three:** Teachers and staff will investigate the use of digital textbooks and media for classroom use in lieu of paper.
Introduce Google Drive for creating and storing student work. Google Drive accounts will be available on cross-platforms.
Continue to utilize and expand the use of cross-platform tools and content creation.

We at Our Lady of Peace Catholic School sincerely hope that you and your student(s) enjoy and appreciate the positive changes in education that will continue to result from our 1:1 iPad program.

1.1 Receiving iPad

iPads will be distributed the second week of school. Parents and Students who are new to the 1:1 iPad program will need to attend an iPad orientation and sign agreements before an iPad will be loaned out. At the orientation parents and students will receive copies of the iPad policy handbook, training on care/applications/policies, and an opportunity to ask questions.

Parents and students who've been in the 1:1 iPad program and have attended the iPad orientation, must attend a brief iPad refresher during Back to School Night. Both student and parent must be present and sign agreements before an iPad will be loaned out. All iPads are distributed the second week of school.

Devices will not be distributed until Policies are signed by both Parents and Students. Each iPad and case will be assigned to a student by an identification number (located on the back of iPad).

1.2 End of Year Check-in

iPads, cords, and cases are to be turned in during the last week of school. If a student transfers during the school year he/she is expected to turn in his/her iPad, cord, and case before their last day.

1.3 Check-in Fines

If a student fails to turn in the device and equipment it will be considered theft and reported to the Minneapolis Police Department. The student's family will be billed for the cost of a replacement iPad (approx.. \$400.00). In the event this bill is not paid in a timely manner, it will be sent to a collections agency.

2. Care Instructions

Students are responsible for the care and basic maintenance of their device. Students must follow the instructions contained in this handbook for: the proper method of charging, cleaning, and carrying the iPad.

2.1 Precautions

Students are to keep iPads clear of and free from: food, liquids, and debris.

During travel, the iPad must be in sleep mode, secure, and in its protective case.

Extreme heat/cold may damage the iPads. Be vigilant to never leave iPads outside.

2.2 Cords

Each student will be issued an adapter and cable for charging of the iPad at home. Cords are to be kept in good repair, carefully inserted into the iPad to prevent damage to prongs. Do not move the iPad with cords attached. When charging, leave the iPad in a level and secure area.

2.3 Battery Life

Students are responsible for keeping the iPad with at least 50% charge for each school day. They can expect to use at least 40% battery life every day.

2.4 Case

Each iPad will be issued with a case. The school issued case must be kept on the iPad at all times. No other case may be used. The case must be kept free of any decorations and writing, including stickers. Students are expected to return iPads at the end of year with the case in good repair. Damaged cases may require replacement at a cost of \$25.00.

2.5 Screen Care

Each iPad is issued with a screen protector already installed. At no time should this screen protector be removed. When the screen needs to be cleaned:

- Use a soft damp cloth to gently cleanse the screen of oils and debris.
- Do NOT spray anything directly on the iPad.

The screen protector should prevent the build-up of oils and dust, but it can be wiped clean from time to time. In the event the screen protector is removed or damaged, a new screen protector must be purchased from the Help Desk. Replacement cost is \$3.00.

2.6 Carrying

Keep the iPad in its protective case at all times. When placing in school bags/backpacks refrain from packing heavy books or objects along with the iPad. Do NOT overstuff backpacks when carrying the iPad. Extra pressure may result in cracked screens. The following are appropriate ways to carry the iPad:

- Use a separate bag for the transportation of the iPad – either a messenger tote designed for electronics or a small bag.
- Use a separate compartment of the back-pack for the iPad if possible.
- Place the iPad on top of the other books and materials in the bag.

2.7 Unattended

Any iPad left unattended on parish/school grounds will be considered unsecure and must be turned into the Help Desk. iPads are considered unattended when left behind after a student leaves the room and the room is either empty or no communication has been made with the teacher to secure permission to leave iPad in a secure location. The Help Desk will document offenses.

- First Offense: Student's iPad will remain at the Help Desk for one school day.
- Second Offense: Student will meet with school administration and the student's iPad will remain at the Help Desk for one school day.
- Third Offense and thereafter: Student will incur a \$10.00 fine and the student's iPad will remain at the Help Desk until the fine is paid. A notice will be mailed or emailed home and the device will be reissued to the student upon the receipt of the fine.

3. School Use

Students are responsible for bringing the iPad to school each day and following guidelines for use.

3.1 Forgotten iPad

Students who forget their iPads at home must complete work as if it were present and *may not call home*. Parents cannot bring iPads to school for students. If a parent brings an iPad to school during the day, it will be held at the Help Desk until the end of the school day when the student may pick it up.

After 3 offenses have been tracked for a forgotten iPad, the student's iPad will be collected and they must check out the device from the Help Desk for 1 week.

3.2 Background/Screensaver

The school will load all backgrounds and screensavers onto all iPads. Students are not allowed to change the background and/or screensaver preferences.

3.3 Sound/Music/Games

Games: The school will load a limited number of educational games onto the iPads; any other games will be issued at the school's discretion. Students *are not* allowed to load any new games onto devices.

Music: Students are not to add music or videos to iPads using any method.

Sound: Students must turn all the sound notifications to silent on their iPads. (e-mail, alarms, calendar, etc.)

- Headphone Use
 - Headphones should be used for academic purposes only.
 - Students should only use headphones when directed or given permission by a teacher.
 - School issued headphones should be stored in the computer lab and returned to the lab before the end of the day. School issued headphones are considered school property and should not be removed from the premises.

3.4 Printing

Limited printing will be available at school under teacher discretion *only*. Home printing is possible with updates to existing printer software. Check out Apple.com for more information.

3.5 Messaging

Messaging to teachers or students will be done through school issued e-mail. Please use the following guidelines when sending an e-mail:

- Determine if e-mail is the appropriate method of communication (face to face communication is the most effective communication method)
- Send only to the individual who needs the information (mass e-mails should be very limited)
- Ensure the e-mail is for a school related purpose
- Follow Our Lady of Peace Catholic school's email etiquette policy

Student e-mail communications will be monitored by school personnel. Students violating email/messaging guidelines will be subject to consequences at the school's discretion.

3.6 Following Instructions

The iPads are intended to enhance students' educational experience at Our Lady of Peace. Therefore, students are expected to follow instructions and utilize the device in a manner appropriate with the content being covered during class. Teachers may confiscate the iPad and turn-in to the Help Desk in the event a student is not following directions.

3.7 Inappropriate Content/Behavior

Our Lady of Peace Catholic school staff will monitor iPad content. If inappropriate content is discovered, staff will assess degree of offense. If minor in nature, the student *must* delete all inappropriate content and appropriate discipline will be enforced. Severe cases will be handled by the school administration and appropriate actions taken.

All offenses will be documented and tracked.

Inappropriate content/behavior covers, but is not limited to: music, videos, messaging, anything on cases/covers, violating copyright, plagiarism, explicit/adult nature books, and not following instructions.

4. Managing Files

Students are expected to consistently back up their data and files daily to the Cloud. The school is not responsible for any information loss due to network failure or student failure to back up data.

4.1 iPad Storage

Students are not to save files, photos, and content to the iPad hard drive. All data must be stored using the cloud servers.

4.2 Save to the Cloud

All students will be provided with secure username and passwords for Cloud storage. The school will document all usernames and passwords for security reasons. Any student violating terms of use or uploading inappropriate content to the Cloud will receive consequences in accordance with above policies on inappropriate material.

4.3 Network Connectivity

Students will be routed through the school network filter on school premises only. Parents must monitor activity on home networks to ensure appropriate usage.

The school cannot guarantee network function 100% of the time. The school assumes no responsibility for loss of documents due to network failure; students are responsible for their own data storage.

Should there be network or wireless failure, teachers and staff shall have a back-up plan for lessons and homework.

5. Software

5.1 Originally Installed

The school will determine which original factory installed applications shall remain available for student use. Students are not to tamper with or amend the applications.

5.2 Additional Applications

The school will determine which apps will be uploaded to iPads for student use in classrooms, for homework, and recreational use.

Tampering with, adding to, or deleting school-installed applications will not be tolerated.

There shall be no requests for specific applications or content by students. All applications decisions will be made by teachers, staff and school administration.

The school will retain licensing rights for all applications purchased by the school.

5.3 Updates/Upgrades

Students are not allowed to update, upload, or add new content to their iPad. All updates will be managed by the Help Desk. This will require students to turn in their iPad to be updated. Updates may require students to leave the iPad with the Help Desk overnight.

Students must back up their work to the Cloud before updates. The help desk is not responsible for any content lost during updates/upgrades.

5.4 Inspection

School staff will conduct maintenance and random inspections of student iPads. Students must submit their iPad for inspection at any time upon request. In the event a student refuses to comply with an inspection request, consequences will be issued by the school administration and will include, at minimum, the confiscation of the iPad for two school days.

6. Acceptable Use/Responsibilities

Outlined below are the student, parent, and staff responsibilities and acceptable use guidelines with regard to iPads.

6.1 Parent Responsibility

Parents are expected to pay the yearly technology fee of \$100.00. The fee will be paid through Smart Tuition in two installments, September and January. All fees will directly support the iPad program.

Parents must attend the Technology Orientation and/or Technology Refresher with their student yearly and sign/agree to the policy before an iPad is issued.

Parents are asked to be responsible for home content and use of the iPad, ensure its educational use outside of school, and ensure the security of the device.

6.2 Student Responsibility

Students are expected to use the iPad in an appropriate, ethical, and educational manner. They are to monitor their accounts (Cloud, Google Drive, Cornerstone, e-mail, etc.), keep the device secure at all times, and report inappropriate content or spam to a teacher or staff member.

Students are to turn in their device before the end of the year or the device will be considered stolen.

6.3 School Responsibility

School teachers and staff will receive ongoing training to promote and expand iPad use in an educational manner in classrooms. Each teacher will incorporate the iPad into their curriculum, as appropriate, and continue to research the use of new textbooks, apps, and tools.

6.4 Family iPad/Devices

Student may not bring in family-owned iPads in lieu of school iPads.

6.5 Prohibited Activities

Students are to use the iPad in a manner accordant with other school policies and guidelines, to be respectful and conscientious that their use of electronic devices is tractable by outside sources and reflects upon themselves and the school.

Prohibited activities include, but are not limited to:

- Illegal installation of copyright materials, or transfer of such materials to others
- Engaging in chat rooms or messaging
- Sale of school papers, homework or outlines for profit or business
- Installation, use of, or distribution of computer games.
- Searching, downloading, using, or distributing sites or materials of a sexual nature
- Changing of iPad settings (such as: background, lock screen, passwords, apps, locate-on)
- Spamming
- Gaining access to others' accounts
- Giving out private or individual information
- Vandalism
- Credit fraud
- Bypassing school network filter
- Gambling
- Hacking
- And any activity prohibited by Minnesota and Federal law.

6.6 Copyright/Plagiarism

Students are to comply with all copyright laws, in accordance with school policy and federal mandates. Any use of other's work, words, and/or media is prohibited without proper citation of the original material's source. Everything available on the Internet is copyrighted; however, students may be able to use some information and/images under the Fair Use for Education guideline. All use other's work, words, and/or media, regardless of copyright status must be cited in all student work.

All middles school students have an account under Our Lady of Peace's Noodletools citation subscription. All citations are to be created using Noodletools.

If students are unsure whether a work is copyrighted or if quoting it would be plagiarism, they should check with a teacher or staff member. There is no tolerance for students infringing on copyright and plagiarizing.

6.7 Offenses Tracked

The school will keep documentation on each iPad, including any offenses committed by students while using the iPad. These offenses include, but are not limited to:

- Forgotten iPad at home
- Abandoned iPads
- Dead battery

- Inappropriate cover
- Inappropriate content
- Unacceptable Use
- Defective iPads
- Stolen
- Lost
- Damage to materials

7. Protection and Storage

Students are responsible for ensuring safe and secure carrying and storage of iPads at home and school.

7.1 Storing

The school building will be equipped with classroom storage for iPads when not in use.

During updates, repairs, replacements, or technical support students/staff are to bring iPads to help desk.

Students are never to leave objects on top of iPads; excessive weight may crack the screen.

7.2 Identification

The school will document the serial number of each iPad distributed to students and provide a corresponding ID number for each iPad for easy identification.

Each case and iPad will be labeled with the school logo. Tampering with these labels will be considered tampering with the device and will not be tolerated. Missing labels should be reported to the help desk.

8. Warranty & Repairs

Technical issues, broken screens, or damaged parts must be brought to the help desk. Students may be issued a replacement iPad during repairs depending on availability.

Each iPad will be covered with an extended warranty plan.

8.1 Warranty Coverage

The school will purchase warranty coverage for each iPad. The warranty will cover up to 1 screen replacement per iPad. Should damage occur that requires the iPad to be replaced, warranties are fulfilled. Before a replacement iPad is issued to the student, a replacement warranty must be purchased by the parents at a cost of approximately \$105.00.

Do not take the iPad to any other location than the school help desk for technical assistance, repair, or replacement. All iPads are covered under Apple protection and an extended warranty and all claims *must* be made by the school for fulfillment of repairs/replacements.

8.2 Lost/Stolen

The school warranty does not cover lost or stolen iPads. In the event an iPad is lost or stolen, parents are responsible for the cost of a replacement iPad (approx. \$400.00). Parents are encouraged to consider additional insurance to cover the device if it is lost or stolen. Many home insurance policies will allow additional coverage for iPads.

Any iPad suspected of being lost/stolen must be reported to the help desk immediately. The administrators and help desk will manage any investigation or reporting that is required.



1:1 iPad Policy Handbook Parent Agreement

I have read and agree to the contents and expectations laid out in the 1:1 iPad Policy Handbook. I understand that Our Lady of Peace reserves the right to modify this handbook or the iPad program as needed. I understand the fees and penalties associated with irresponsible student use.

Parent/Guardian (printed name): _____

Parent/Guardian (signature): _____

Email: _____

Date: _____

1:1 iPad Policy Handbook Student Agreement

I have read and agree to the contents and expectations laid out in the 1:1 iPad Policy Handbook concerning my care, maintenance, and responsibility to the iPad. I understand that I am responsible keeping the iPad secure and in working order, storing my files using icloud storage, and to report any malfunction or problems to the help desk. I understand that the iPad is not a gaming device or toy, it is to be used for educational purposes at the direction of the school.

Student Name (printed): _____

Student Name (signature): _____

Date: _____