

Good Shepherd Catholic School
IPAD Handbook
2018-2019

The changing landscape of the world's information to digital form will require today's student to have a different set of skills than what was required just a decade ago. Students today must be equipped with not just the three R's, but also with 21st century skills of problem-solving, critical thinking, communication, and technological literacy. Students will need to be able to quickly find, synthesize, and communicate information and collaborate with one another.

Good Shepherd Catholic School (GSCS) wants to ensure students develop the skills and knowledge necessary to responsibly navigate this emerging modern world. Therefore, GSCS has launched a 1:1 (student to device) learning initiative using Apple iPad products, to create a seamless and dynamic educational experience for students.

The goals of the 1:1 learning initiative will be to:

- ❖ Enhance and accelerate learning
- ❖ Leverage technology for individualizing instruction
- ❖ Promote collaboration, increasing student engagement
- ❖ Strengthen the 21st century skills necessary for future success

A 1:1 learning initiative increases access to digital curriculum, in addition to traditional print textbooks and classroom equipment. The opportunity to use 1:1 devices gives each student access to anywhere, anytime learning-in class at home.

GOOD SHEPHERD CATHOLIC SCHOOL TECHNOLOGY POLICY

Access to technology at GSCS has been established for educational purposes. The use of electronic technologies is a valuable resource to our community. All electronic technologies must be used in support of the educational program of GSCS. This access may be revoked at any time for illegal, unethical, abusive, or other inappropriate conduct related to the use of electronic technologies.

Failure to comply with policies or rules related to the use of technology, including the Internet Use Policy, Student Agreement, and Student Electronic Devices Policy (see student handbook) or the guidelines stated in this document for care and use of the iPad, may result in the loss of privilege to take the iPad home or use the iPad in general as well as other disciplinary action.

The iPad is the property of GSCS and, as a result, may be collected and/or reviewed, inspected, or monitored at any time, including via electronic remote access. The student shall have NO expectations of privacy in the iPad or any materials located on or accessed through the iPad or any other school-owned technology.

APPS AND DOWNLOADS

School-owned iPads cannot be synced to any other computer. School-owned applications (Apps) will be Pushed and Installed through our MDM (Mobile Device Management), *currently Cisco-Meraki*. In order to manage this process, Apps will be requested by faculty; purchased, pushed and installed by our Director of IT. Student iPads must be connected to Wi-Fi to receive the requested App. A student's failure to comply with this process may result in consequences as prescribed in this handbook. Use of personal Apple ID accounts to download Apps on the school issued iPads is strictly prohibited.

IPAD CASE

The iPad comes with a school- issued case. The purpose of this case is to protect the iPad, especially while the iPad is being transported. When not in use, closing the iPad case will save battery life and protect the screen. The iPad must remain in the school-issued protective case, *currently the Defender Otter Box*. Students may not decorate or personalize iPad cases.

IPAD BATTERY

The iPad should be charged, using the provided wall charger, and brought to school ready to use each day. Fully charged iPad batteries will typically provide 12-15 hours of use. Waiting to charge the iPad until the charge is low (less than 20% like or red indicator light) will extend the battery life. It is the student's responsibility to charge the iPad at home and ensure it is ready for use in school each day. Failure to do so may result in the student's inability to participate in classroom learning activities.

IPAD CARE

The iPad is an electronic device; handle it with care:

- ❖ Never throw a book bag that contains an iPad
- ❖ Never place an iPad in a book bag that contains food, liquids, heavy or sharp objects
- ❖ Never place objects on top of the iPad and never drop your iPad
- ❖ Careful placement of the iPad in your backpack is important
- ❖ While the iPad is scratch resistant, it is not scratch proof
- ❖ Avoid using any sharp object(s) on the iPad
- ❖ The iPad screen is glass and is vulnerable to cracking
- ❖ iPads do not respond well to liquids. Avoid getting moisture in the openings. Avoid applying liquids to the iPads
- ❖ The iPad can be cleaned with a soft, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays solvents, alcohol, ammonia, or abrasives to clean the iPad. Use of unapproved cleaners may remove the protective film covering the face of the iPad.
- ❖ Avoid placing weight on the iPad
- ❖ Never throw or slide the iPad
- ❖ Never expose iPad to long-term temperature extremes or direct sunlight. An automobile is not a good place to store an iPad.

IPAD CAMERAS AND MICROPHONE

The iPad comes equipped with a camera, audio and video recording capabilities through a build-in microphone and front and rear-facing cameras. All electronic recordings created with the device must comply with school policies. School policy prohibits the use of electronic recording devices in a manner that compromises the privacy interests of other individuals. School policy prohibits harassment and bullying. Use of the iPad in a manner that violates school policy or the law may result in revocation of privileges to use the device and/or further disciplinary consequences.

Use of the iPad and any other devices with a camera, audio and video recording capabilities during instructional time is at the discretion of the teacher and the student must obtain prior approval to use the device for electronic recording purposes. Therefore, electronic recordings obtained with the iPad may not be shared, published or re-broadcast for any reason by the student without prior school permission. Furthermore, users of the iPad should be aware that State and Federal laws in many instances prohibit secret or surreptitious recording undertaken without the knowledge and consent of the person or persons being recorded. Violation of State and Federal recording laws may be reported to the proper authorities and may result in criminal prosecution.

LOST, STOLEN, OR DAMAGED IPADS

If the iPad or any accessories are lost or stolen, it must be reported to the teacher and building principal as soon as possible. It may be the responsibility of the student and family to pay the full cost of replacement of the lost or stolen iPad and accessories. Examples of instances in which students and their families may be charged include, but are not limited to, loss resulting from leaving the iPad unattended and unlocked. Any theft or vandalism of the iPad/accessories shall be reported to the local law enforcement authorities.

Do not attempt to gain access to the internal electronics or repair your iPad. If your iPad fails to work or any accessories are damaged, report the problem to the director of information technology or building principal as soon as possible. iPad repair/replacement options will be determined by the building principal. Upon availability, you may be issued a temporary iPad or other materials until your iPad is working properly or replaced. If the iPad is experiencing technical difficulties outside of school hours, you will need to wait until you return to school to have the issue addressed.

Most repairs will be completed during the summer months while the iPads are updated for the new school year. Damage that renders the iPad unusable will be completed during the school year. It may be the responsibility of the student and family to pay the full cost of the repair or replacement for damage to the iPad and accessories due to negligence. Negligence is defined as failure to exercise the care that a reasonably responsible person would exercise in a like situation, as determined by the school's personnel. Examples of instances in which students and their families may be charged include, but are not limited to, damage resulting from using the iPad in an unsafe manner or intentionally causing damage to the iPad.

The cost of repair/replacement for damages are reflected below: *(costs updated January '17)*

- ❖ Damage or broken screen may cost up to \$250
- ❖ Replacement cost for the entire iPad is \$499
- ❖ Replacement cost for the provided case is \$80
- ❖ Replacement cost for the provided wall charger \$36

Students who leave GSCS during the school year must return the iPad, along with any other accessories, up to two days prior to the student's final enrollment date. A non-returned iPad and all accessories will be considered stolen and reported as such to the local law enforcement authorities. All other students shall return the iPads and accessories to the homeroom teacher, at the time designated by the school. Homeroom teachers will inventory and provide an account of all homeroom issued devices and accessories. The director of information technology or building principal will then collect iPads and accessories at a designated time.

There is not an option to purchase insurance for the iPad through the school and the school DOES NOT endorse any electronics insurance products. Parents who desire insurance to cover charges that they may have to pay for damage or loss of the iPad/accessories may wish to individually investigate options through insurance providers, such as their Homeowner's insurance policy.

IPAD SECURITY

Never leave an iPad unattended. When not in your personal possession, the iPad should be in a secure locked environment. Unattended iPads will be collected and stored in the principal's office.

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.

Each iPad has a unique identification name, and at no time should the unique name be changed nor the labels be modified or removed.

TECHNOLOGY 1:1 LEARNING INITIATIVE INTERNET USE POLICY

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet – Acceptable Use-Safety Policy and Regulations; they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations.

INTERNET ACCEPTABLE USE – SAFETY REGULATIONS

1. Responsibility for Internet Appropriate Use
 - a. The authority for regulating appropriate use of electronic Internet resources and other use of the school's technology resources is delegated to the licensed employees; however, students remain responsible for their use of the school's technology resources, such as computers, iPads, and the Internet. For the purpose of this policy, Internet is defined as: *A global computer network providing a variety of information and communication facilities, consisting of interconnected networks using standardized communication protocols.*
 - b. Instruction in the proper use of the Internet will be available to employees who will provide similar instruction to their students.

INTERNET ACCEPTABLE USE – SAFETY REGULATIONS - *continues*

2. Internet Access

- a. A web browser filter will be part of the supervision and management of the device.
- b. Access to the Internet is available to teachers and students as a source of information, a tool for learning and vehicle of communication.
- c. Students will be able to access the Internet in classrooms with teacher permission.
- d. Individual student accounts and electronic mail addresses will be available to employees who will then provide similar instruction to students.
- e. Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate. However, on global networks, it is impossible to control all content. Because information on the Internet appears, disappears and changes, it is not possible to predict or control what students may access.
- f. Our goal is to allow teachers and students access to the rich opportunities on the Internet. We respect the rights of students and parents who choose not to risk exposure to questionable material.
- g. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines, which require efficient, ethical and legal utilization of network resources.
- h. To reduce unnecessary system traffic, users may use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher.
- i. Creation or transmission of material, information or software in violation of any law, board policy or regulation is prohibited.
- j. The school makes no guarantees as to the accuracy of any content accessed through the Internet.

3. Permission to Use Internet – Annually, parents will grant permission for their student to use the Internet during registration process.

4. Student Use of Diocesan Technology Resources and the Internet

- a. Equal Opportunity – the Internet is available to all students within the school
- b. Online Etiquette – The use of the network is a privilege and may be taken away for violation of law or board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.

Students shall:

- ❖ Adhere to online protocol. Students shall not reveal any personally identifying information about themselves or others unless authorized.
- ❖ Respect all copyright and license agreements.
- ❖ Cite all quotes, references, and sources.
- ❖ Apply the same privacy, ethical, and educational considerations utilized in other forms of communication.

- c. If provided, student access for electronic mail will be through their school account.
 - i. If a student already has a personal mail address, the student will not be permitted to use that address to send and receive mail at school or home on the iPads. Student should adhere to the following guidelines:
 - 1. Others may be able to read or access the mail so private messages should not be sent
 - 2. The students shall have NO expectations of privacy in the school-issued account or any materials located or accessed therein, and such account/materials may be reviewed, inspected, or monitored at any time, including via electronic remote access
 - 3. Deleted unwanted messages immediately
 - 4. Use of harassing, vulgar, or inappropriate language is prohibited
 - 5. Always sign messages
 - 6. Always acknowledge receipt of a document or file
- d. Restricted Material – Students will not intentionally create, access, download, transmit, share or promote any text file, picture, or video or engage in any communication that includes material which is illegal, discriminatory, indecent, vulgar, profane; advertises any products or service not permitted for minors by law; constitutes insulting or fighting words the very expression injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations. Students also shall not use the school’s technology resources for commercial activities or political lobbying or advocacy; attempt to gain unauthorized access to another’s account or “hack” into another computer system; or knowingly introduce computer viruses or worms. Students shall not attempt to bypass the school’s filtering software.
- e. Unauthorized Costs – if a student gains access to any service via the Internet, which has a cost involved, or if a student incurs other types of costs, such as personal printing, the student accessing such a service will be responsible for these costs.
- f. Games – Online and other games are prohibited during the school day unless directed by a teacher. If a student engages in gaming without direction by or from the teacher, they may be subject to disciplinary action such as not being allowed to use the device for a period of time or losing unsupervised access to their device.

5. Student Violations – Consequences and Notifications

- a. The use of the school's technology resources is a privilege, not a right. Students who violate the terms of use are subject to appropriate action as described in board policy and regulations, or the following consequences:
 - I. First Violation of Acceptable Use Policy
 1. For one week, the student will only be able to use technology with permission of his/her teacher in an increased supervised environment. Each opportunity for technology use in the class will be evaluated separately based on equal access/opportunity for learning.
 - II. Second Violation of Acceptable Use Policy
 1. For two weeks, the student will only be able to use technology with permission of his/her teacher in an increased supervised environment. Each opportunity for technology use in the class will be evaluated separately based on equal access/opportunity for learning.
 - III. Third Violation of Acceptable Use Policy
 1. A parent meeting will be scheduled, and a plan will be created and implemented based on the input and review of acceptable use infraction.
 - IV. Severe Violation
 1. Violation will bring immediate suspension of technology use. A parent meeting will be scheduled, and a plan will be created and implemented based on the input and review of acceptable use infraction.

CHECKING IPADS IN/OUT

There may be times when the privilege of having the school-issued iPad 24/7 is taken away. The loss of iPad privileges will be a decision made by the principal. A student may be required to check their iPad in/out daily for the following reasons, but not limited to, excessive computer violations, or physical damage of the iPad. The principal will determine if the student is issued a loaner iPad while their iPad is being repaired. Restricted Use of Loaner iPads will be checked out through the Director of Information Technology or Principal. Restricted Use iPads will only have school-issued apps and limited access to the Internet.

AGREEMENT TO TERMS OF USE

The student's use of the iPad will constitute agreement to the terms of use. Students and their parents will also sign a form acknowledging that they have read and understand this handbook and other applicable policies and regulations for acceptable use of the iPad and that they agree to the same.