

Christ The King Catholic School iPad Policy, Procedures, And Information

The focus of the iPad program at Christ The King Catholic School is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools of these twenty-first century students is the iPad computer. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for high school and college.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it will transform the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all iPads used at Christ The King Catholic School, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

With the opportunity to be part of a 1:1 iPad program comes responsibility.

Acceptable Use

The use of Christ The King Catholic School's technology resources is a privilege, not a right. The privilege of using the technology resources provided by Christ The King Catholic School is not transferable or extended to students, people or groups outside the school and terminates when a student is no longer enrolled in Christ The King Catholic School. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school technology resources may be denied, and the appropriate disciplinary action shall be applied. The Christ The King Catholic School Student Code of Conduct shall be applied to student infractions.

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

The Parents or Guardians are responsible to:

- talk to their children about values and the standards of acceptable use of the Internet the same as other media information sources such as television, telephones, movies, and radio.
- monitor the use of the iPad and are encouraged to view student work, ask the student to be visible in their use of the iPad and to limit the use of the iPad to educational focus.
- hold students accountable for the care of the iPad.
- accept responsibility for the cost of replacement if an iPad is damaged.
- consider a bedtime check-in of the iPad to encourage sound sleep and increase accountability.

The school is responsible for:

- provide filtered Internet and email access to the students.
- provide data storage with cloud-based storage.
- provide staff guidance to aid students in using the iPad ethically for educational focus, including research and holding students accountable for acceptable use.
- provide email that only works to and from student and teacher.
- provide usernames and passwords to parents, and teach parents what they need to monitor and support their children.
- train students on workflow and app usage to get their work done.

Students are Responsible for:

- develop common sense and use the iPad for academic purposes only.
- keep track of usernames and passwords and keep them secure.
- use email, dropbox and Internet, and iPads in a responsible and ethical manner.
- monitor all activity on their account(s).
- obey general and specific school rules concerning behavior and communication.
- contact an administrator about any security problems they may encounter.
- return their iPad and charging cord, in working order at the end of each school year or on dis-enrollment.

Student Activities Strictly Prohibited regarding iPad use:

- Any action that violates existing school policy or public law.
- Illegal installation or transmission of materials: Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials. Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Spamming: sending mass or inappropriate emails
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up or accessing Internet accounts necessary for chat rooms, Instagram, Vine, Facebook, Snapchat (or similar)
- Downloading apps – specifically, but not limited to, any App that results in the “Jailbreak” of the iPad. Internet or computer games are not provided by the school.
- Use of outside data disks or external attachments without prior approval from the administration
- Changing iPad settings (exceptions include personal settings such as font size, brightness, etc.)
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior. Use of the school’s internet or E-mail accounts for financial or commercial gain or for any illegal activity. Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger, email, ICQ, AIM, IMO, Vine, Instagram, Snapchat, or similar.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed. Accessing sites that sell student work.
- Bypassing the Christ The King Catholic School web filter in any way.
- Gaining access to other student’s accounts, files, and/or data. Students are not allowed to use another student’s iPad except under rare and temporary circumstances within a classroom situation actively supervised by the teacher.
- Taking any photographs or videos without expressed consent of a faculty or staff member, and only for academic purposes or purposes that support the mission of Christ the King Catholic School.

Receiving the iPad

Parents & students must sign and return the iPad Participation Agreement and Student Pledge before the iPad can be issued to their child.

iPad Check-in

iPads will be returned during final week of school so they can be checked for serviceability.

Individual school iPads and accessories must be returned at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Christ the King Catholic School for any other reason must return their individual school iPad on the date of termination. Failure to return the iPad will result in a theft report being filed with the local Police Department or the parent will be charged the replacement cost of the iPad, Apps, case and cord.

Furthermore, the student or parent will be responsible for any damage to the iPad, consistent with the school’s iPad protection plan and must return the computer and accessories in satisfactory condition. The student or parent will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

iPad Identification

Student iPads will be labeled in the manner specified by the school. iPads are identified through the record of a serial number.

Taking Care of the iPad

The iPad is school property and all users follow this policy and the Christ The King Catholic School Acceptable Use Policy for technology.

- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any skins, writing, drawing, stickers, or labels that are not the property of Christ The King Catholic School.
- iPads must never be left unattended by the student outside the classroom (for example in a car or any unsupervised area).
- iPads are particularly susceptible to heat. Do not leave them in the car or in the sun.
- Students are responsible for keeping their iPad's battery charged for school each day.
- iPads that malfunction or are damaged must be reported.

Carrying iPads

The protective cases provided with iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. Follow these guidelines:

- The iPad may not be removed from the protective case except by the school's IT Director. iPads should always be within the protective case.
- Do not place iPad in a full backpack and when placed in a backpack, do not throw the backpack.
- Do not remove or attempt to remove the cover.

Screen Care

Rough treatment will damage the the iPad screen. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad or place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the iPad against solid objects as it will eventually break the screen.

Using the iPad at School

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules are accessed using the iPad. Students are responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

iPads Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. If a student repeatedly (3 or more times as determined by any staff member) leaves their iPad at home, grades will most likely suffer. Students will not call home for forgotten iPads. Parents should not deliver forgotten iPads.

iPad Undergoing Repair

There are no loaner iPads. Please contact the local Apple Store for service.

Charging the Battery

Students need to charge their iPads each evening so that iPads are brought to school each day fully charged. This may take up to 5 hours. Repeat violations (three days-not consecutively) of this policy may result in an adverse effect on the student's grade for the term.

In cases when use of the iPad has caused batteries to discharge, students will connect their iPads to a power outlet in class.

Screensavers and Background photos

A standard screen saver or background is on the iPad and may not be changed by the student.

Photos

Photo/Image storage on the iPad will be for school projects only. Storage of personal photos or downloaded images is not allowed.

Sound, Music, Games, or Programs

- Students may not download music from iTunes or any other music-sharing site.
- Music on the iPad is provided by the teacher for educational use.
- Music is not to be streamed from music sites.
- Sound must be muted at all times unless permission is obtained from the teacher for academic needs.
- Personal headphones will be used when directed by the teacher.
- Internet games are not allowed on the iPads.
- All software and Apps must be school-provided.

Printing

Printing may not be available with the iPad in all areas of campus. Printing at home will require a wireless printer, proper settings on the iPad and the correct App.

Home Internet Access

Students are allowed to access wireless networks on their iPads. This will assist them with iPad use while at home. The student and the parent acknowledge that the filtering at home may be different than at school. Parental controls on your home Internet are encouraged. Inquire with your Internet provider.

Saving to the iPad

The workflow model created by Christ The King Catholic School is for students to use web storage. Storage space is available on the iPad—BUT it will NOT be backed up in case of re-imaging. 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 excuse for not submitting work.

Network Connectivity

Christ The King Catholic School makes no guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data but will adjust expectations accordingly.

Only Originally Installed Software

Christ The King Catholic School will synchronize the iPads to contain the necessary Apps for school work. The software/Apps originally installed by Christ The King Catholic School must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add or modify software applications for use in a particular course.

Periodic checks of iPads will be made to ensure that students have not removed required Apps and/or installed non-Christ The King Catholic School approved Apps.

Additional Software

Students are not allowed to load extra software or Apps on their iPads. Students must not attempt to synchronize iPads or add Apps through a home iTunes (or other) accounts.

Procedure for re-loading software

If technical difficulties occur or illegal software is found, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image. Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates and syncing.

iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the courtyard, Presentation Hall, the Church, library, and unlocked or teacher-less classrooms. 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 office. The iPad will be returned to the student and the situation managed at the discretion of administration.

Personal Home or Homeowners Coverage

Students or parents may wish to carry their own personal insurance to protect the iPad in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the iPad computer. Parents are offered the opportunity to purchase Apple Care.

iPad Fees

Parents are encouraged to purchase AppleCare for \$99 (3 years) before receiving the iPad. This will cover most issues. Christ the King School provides no repair, service or loaner iPads.

Students will be held responsible for maintaining their individual iPads and keeping them in good working order.

- iPad covers furnished by the school must be returned with only normal wear and no alterations to avoid paying a case replacement fee of \$35.
- iPads that are stolen must be reported immediately to the Office and the Police Department. The replacement cost is \$330 with the police report.

Legal Propriety

Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If the student is unsure, they should consult with a teacher or parent.

Plagiarism is a violation of the Christ The King Catholic School Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet such as graphics, movies, music, and text.

Use or possession of hacking software is strictly prohibited, and violators will be subject to the stated policies in the Christ The King Catholic School Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action.

The parent or guardian is ultimately responsible for the proper use of the iPad by the student. The School, the Diocese and each their directors, board members, officers, employees, affiliates, successors and assigns from are not responsible for any and all actions, claims, losses, damages, liabilities, costs and expenses incurred by reason of, arising out of or relating to the student's use of the iPad.

Student Discipline

If a student violates any part of the above policy, he/she will be subject to disciplinary actions, up to mandated withdrawal or expulsion or criminal proceedings.

Christ The King Catholic School
iPad Participation Agreement - Parents

iPads will continue to be integrated into the curriculum for 6th, 7th, and 8th grade classrooms during the school year. Students who use these iPads will be required to adhere to the Christ The King Catholic School iPad Participation Agreement.

The school covers the costs for the use of the iPad for the duration of the year, iPad applications pertaining to each student's particular grade level, books, the keyboard and a protective case. The iPad, charger, keyboard and case must be returned at the end of each school year in the same condition in which they were received.

Accidental Damage: Parents purchase AppleCare prior to accepting the iPad distribution. The school provides no service or repair for the iPad and it must be returned at the end of each year in the same condition it was received. In the event that the charger/charging cable becomes damaged, there is a replacement fee of \$45.00. Replacing the case and or keyboard is \$35.00

Vandalism or Theft: In the event that the iPad is vandalized or stolen, the student is required to file a police report. The parent will be charged a fee of \$330 for the replacement cost of the iPad.

Intentional Damage: Intentional or negligent misuse and/or damage of iPads is not covered under this participation agreement and parents will be responsible for the full replacement cost of the iPad. This includes damage caused by operating the product outside the permitted or intended educational purpose of the 6th, 7th, or 8th grade class curriculum.

Lost iPads: Lost iPads are not covered under this participation agreement and parents will be responsible for the full replacement cost of the iPad.

Student Name (Please Print)

Date

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Student Pledge for iPad Use

As part of the quest to be a developing mature, responsible student, students agree:

1. I will take good care of my iPad.
2. I will never leave my iPad unattended and I will know where my iPad is at all times.
3. I will never let others use my iPad, including my siblings, except as specified in the CtK iPad Policy Statement.
4. I will charge my iPad's battery daily.
5. I will keep the keyboard charged and will take care of it, including bringing it to school daily.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any repairs.
8. I will use my iPad in educational ways that are appropriate, meet Christ the King Catholic School expectations.
9. I will not place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the serial number iPad sticker on any iPad.
10. I will not sync my iPad to another computer.
11. I understand that my iPad and its stored contents, email and Google Drive are subject to inspection at any time without notice and remains the property of Christ The King Catholic School.
12. I will follow the policies outlined in the iPad Handbook and the Use of Technology Resources Policy while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other causes for loss.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the iPad, keyboard, case and power cords in excellent working condition.
16. I will respect and not touch other students' iPads except as may be directed by a supervising teacher.

I agree to the stipulations set forth in the iPad Policy, Procedures, and Information; the Acceptable Use Policy; iPad Protection Plan and the Student Pledge for iPad Use.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

Serial Number _____ Apple Care Purchased _____