St. Christopher School

iPad Policy, Procedure, and Information

Handbook 2018-19

Table of Contents

1. Liability

The parent/guardian/student is responsible for the cost to repair and/or replace, at the date/time of loss the iPad, the case, the charging cable, the charging block if the property is:

a. Not returned

b. Intentionally damaged

c. Lost or damaged because of negligence

d. Stolen, but not reported to school and/or police by the end of the next school day.

2. Personal Safety

a. Users should recognize that communicating over the Internet brings risks associated with the lack of face-to-face contact.

b. Users should carefully safeguard their personal information and that of others.

c. Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the internet without parental and/or teacher permission.

d. Students should never agree to meet someone they meet online in real life. e. If the user sees a message, comment, image, or anything else online that makes him/her concerned for his/her personal safety, it should be brought to the attention of school personnel or a parent immediately.

3. Netiquette

a. Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
b. Users should recognize that with valuable content, there is also unverified, incorrect, and/or inappropriate.

4. Cyber-Bullying

a. The National Crime Prevention Council defines cyberbullying as "When the Internet, cell phones, or other devices are used to send or post text or images intended to hurt or embarrass another person."
b. CyberBullying will not be tolerated and is strictly forbidden.
c. The user should remember that digital activities are monitored and retained.
d. Report cyberbullying immediately to school personnel.

5. St. Christopher's Acceptable Use Policy

The use of technology resources is a privilege, not a right and the intent of this policy is to

ensure that students and staff use of these resources stay within the bounds of safe, legal and responsible use. This policy applies to all student provided technological resources, regardless of whether such the use of these resources occur on or off school property. With this privilege comes responsibility. Individual users of the schools technological resources are responsible for their behavior and communications when using those resources or when willfully allowing others to use them. Violation of this policy may result in a loss of access as well as possible disciplinary or legal action. Responsible use of technological resources is use that is ethical, respectful, academically honest, and supportive of student learning. Each user is expected to be respectful of others both in the physical confines of the learning community as well as in the virtual community that exists through the Internet. This acceptable use policy maintains and builds upon St. Christopher standards for conduct of students and staff as established by applicable Board of Education policies, the Student Code of Conduct, and other regulations and school rules that may apply. All students and employees must be informed annually of the requirements of this policy and how one may obtain a copy of this policy. Before taking possession of any St. Christopher owned resource, employees, students and legal guardians of students must sign a statement indicating that they understand and will comply with these requirements. Failure to adhere to these requirements will results in disciplinary action, including revocation of privileges. Willful misuse may result in disciplinary action, and/ or criminal prosecution under applicable local, state and federal laws. All Users of St. Christopher Schools Technology Resources will:

    a. Maintain respectful and appropriate use of technology resources.

        1. Responsible use of technological resources is use that is ethical, respectful, academically honest, and supportive of student learning.

2. Users may not send electronic communications fraudulently (i.e., knowingly misrepresenting the identify of the sender.)

3. Student's use of St. Christopher's resources off school property will be governed by the same regulations and expectations governing use on school property.

4. Users will not attempt to learn or utilize the passwords of other users or network administrators.

5. Users will not attempt to gain unauthorized access to the network.

6. Users will not read or modify files of other users.

7. Students may not reveal personally identifying information, or information that is private or confidential, such as home address or telephone number, credit or checking account information or social security numbers of themselves or other students.

8. Users will not use any system resources to capture any formal or informal school related event on a video or audio file without the consent of the building principal or his or her authorized designee such as a teacher or qualified staff member.

9. Users will not utilize system resources for illegal activities, or in support of illegal activities.

b. Respect legal copyright and license agreements.

1. Users will not make copies of any licensed programs.

2. Users will not install their own software on devices, computers or networks without

authorization from St. Christopher's Technology Administrator.

3. Users will not install or use any Internet Based file sharing program designed to facilitate unauthorized sharing of copyrighted materials.

4. Users will not take credit for resources found while utilizing the Internet.

5. Users will not violate copyright laws.

c. Respect St. Christopher's School network.

1. Users issued a system account are responsible for the proper use of technology.

2. Users should not access, attempt to access or use another person's system account and restricted settings on the iPad.

3. Users will not attempt to read, delete, copy or modify the electronic mail of the other users.

4. Users must purge, delete or eliminate electronic mail or outdated files on a regular basis.

5. Users will not develop or use programs to harass others or infiltrate the system or alter software of hardware on the network.

6. Users will not copy or modify server or network system files.

7. Users will not use anonymous proxies to circumvent the schools content filtering.

8. Users will not willfully attempt to alter any imposed settings utilized to manage student and staff information, technology accounts or usage.

d. Respect the utilization of internet/telecommunications.

1. Users must comply with all applicable laws, including those related to

copyrights and trademarks, confidential information, and pubic records. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism as stated in the Code of Conduct.

 2. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics, (including still 15 or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors. All use of district technological resources must comply with all policies related to prohibitions against discrimination, harassment and bullying.

3. Users will not use inappropriate language when using the Internet or email via the network. Inappropriate language includes, but is not limited to: profanity, vulgarity, ethnic or racial slurs, sexually oriented and/or any other inflammatory language which is prohibited by the Code of Conduct.

4. Users will not intentionally send or willingly receive inappropriate, obscene or hateful messages or any other offensive material, including pornography, using any technological resource to other users.

5. Users will not misuse internet/telecommunications.

6. Users will not employ the network for commercial purposes.

e. Respect materials and resources for educational purposes.

1. Users will not misuse the schools technology resources.

2. Users will properly utilize time associated with technology use and will not waste resources/supplies provided.

f. Respect and maintain the network, computers and technology resources.

1. Users will not connect any personal technologies to the schools network without permission of a building or office administrator. Such permission may be granted only for educational purposes.

2. Users will not abuse computer or network hardware.

3. Users will not attempt to destroy equipment or materials, delete data or degrade or disrupt system performance.

4. Users of school technology resources are expected to respect school district property and be responsible when using the equipment. Users are to follow all instructions regarding maintenance and care of the equipment. St. Christoher School is responsible for any routine maintenance or standard repairs to resources. Users may be held responsible for any loss or damage caused by intentional or negligent acts in caring for computers under their control.

5. Students who are issued hardware such as laptop computers or computer tablets are responsible for the proper maintenance and use of hardware. Users of such hardware must agree to the following guidelines:

● Keep the device secure and damage free. Use the protective case at all times.

● Do not leave the device unattended.

● Do not leave the device in a vehicle or outside.

● Do not use the laptop near pets or near water such as a sink, tub, toilet or pool.

● Do not remove or attempt to remove any marking, which denotes the device as district property.

● Do not loan out the device or related materials.

● Do not load or attempt to load any software or software application onto the District owned device without the expressed consent of the system engineer.

6. Users will request approval for the purchase or acquiring of hardware or software.

7. Users will report missing, damaged or malfunctioning hardware or software to the appropriate building administrator.

8. Users are responsible for making backups of any data files stored on the local hard drive.

6. Daily Use and Care of the iPad

a. Never pile things on top of the iPad.
b. Keep the iPad in the issued case at all times. Failure to have it in the issued case WILL void the insurance.

c. Limit the number of items carried within a backpack with the iPad to limit the amount of pressure applied to the iPad screen

d. Do not leave the iPad out in extreme heat or cold.

e. Do not leave the iPad in a vehicle or place it on top of a vehicle.

f. Keep food, drink, pets, etc. away from the iPad at all times.

g. Do not drop the iPad as the screen is made of glass and will break.

h. Do not leave the iPad unattended at any time including during class, extracurricular activates, lunch, locker room, etc.

i. Do not alter the iPad in any manner that will change the district settings

j. Do not remove the asset tag or modify any means of identifying the iPad

k. Do not lend your iPad to a classmate, friend, or family member.

l. Clean the iPad screen with a soft, dry, antistatic cloth or with a screen cleaner designed specifically for LCD type screens.

m. Fully charge the iPad each night with the proper iPad A/C adapter.

n. Do not attempt to repair a damaged or malfunctioning iPad. All damaged and malfunctioning iPads need to be taken to the Media Center.

o. Do not upgrade the iPad operating system

p. Do not remove or circumvent the management system installed on each iPad. This includes removing restrictions or "jailbreaking" the device.

q. Do not sync the iPad with a district or home computer. Files will be emailed or saved to Google drive

r. Avoid touching the screen with pens or pencils. Use an appropriate stylus.

s. Students are responsible for the safety and security of their iPad.

t. Students are permitted to take the iPad home.

7. Email for Students

All students will receive an individual Gmail account. With these Gmail accounts students will have access to Google Apps for education, which include productivity and management tools such as Gmail, Google Drive, Google Calendar, and much more. All iPads will be set up with that school email account so students can quickly and easily send messages and schoolwork to teachers. Please note that this is a closed email community. Only individuals with email accounts issued by St. Christopher School can receive or send emails. The effective use of email will:

a. Develop 21st Century Communication Skills

b. Allow students to develop positive professional relationships with peers and staff.

c. Assist in collaboration skills required in careers ad higher education settings. Guidelines and Reminders.

8. Camera Purpose

Each student iPad is equipped with a digital camera feature. The camera will allow students to utilize a 21st century tool to develop 21st century learning skills. Example of Use

a. Recording and/or taking pictures for project based learning   assessments.

b. Assisting in ensuring accurate notes are taken in class.

c. Submitting work digitally.

d. Students are not allowed to take pictures/video of staff and/or students. Any violation of this policy will result in disciplinary measures.

9. Games

a. Students may not play games on the iPad during school hours unless they are given permission by the teacher AND the game supports education.

b. The content of any games played at home must be school appropriate.

c. Students must have parent permission to play games outside of school hours.

d. Any violation of this policy will result in disciplinary measures.

10. Students Files and Storage

All students should store their files using Google drive. Google drive should be set up using the student's St. Christopher Gmail account and password.

11. Printing

a. At this time, air printing will be allowed from iPads under teacher permission and supervision.

12. iPad Background

Any picture used as the background for a school issued iPad must be school appropriate and align with the Acceptable Use guidelines.

13. Plagiarism

a. Users are prohibited from plagiarizing (using as their own without citing the original creator) content, including words or images, from the Internet.

b. Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online.

c. Research conducted via the Internet should be appropriately cited, giving credit to the original authors.

d. Users are prohibited from accessing sites that promote plagiarism. These sites should be reported to school personnel.

e. Plagiarism will be handled according to the school discipline policy on plagiarism.

14. Behaviors and Discipline Related to Student iPad Use

Technology Related Behavior Violations	Equivalent "traditional" Classroom Violations
Failure to bring iPad to school	Coming to class unprepared
Missing cover	Not having required supplies
Email, texting, skyping, internet surfing, etc.	Passing notes, reading magazines, games, etc.
Damaging, defacing, placing stickers, etc. to the iPad	Vandalism/Property damage
Using account belonging to another student or staff member	Breaking into someone else's locker/classroom.
Accessing inappropriate material	Bringing inappropriate content to school in print version
Cyberbullying	Bullying/Harassment
Using profanity, obscenity, racist terms.	Inappropriate language, harassment
Sending/Forwarding assignment to another student to use as their own and/or copy.	Cheating, copying assignment, plagiarism

Violations Unique to the 1:1 Project

1. Not having iPad fully charged.
2. Attempts to defeat or bypass the schools internet filter and/or security settings. .
3. Modifying the schools browser settings or other techniques to avoid being blocked from inappropriate sites or to conceal inappropriate internet activity.
4. Unauthorized downloading/installing of apps.

15. Power Management

 a. Users are responsible to recharge the iPad's battery so it is fully charged by the start of the next school day.

b. Users with no battery life may bring the iPad to the Media Center for charging. Students are granted 2 "free" charges. On the 3rd charge the student will be assigned a detention.

16. iPad Security

Content filtering is present on the school network. All school issued iPads access the Internet through St. Christopher web filter regardless of where the student is when they log on. Content Filtering The Children's Internet Protection Act requires that schools have a content filter in place onsite and the school will make every effort to block objectionable sites.

17. Damaged and Lost iPads

a. Users will report any damaged or lost iPads to school authorities.

b. Users will bring the damaged iPad to the Media Center.

c. Media Center staff and a technical support team will be able to do minor troubleshooting.

d. St. Christopher School has insured all iPads. The chart below outlines parent's fiscal responsibility.

Incident	Cost/ coverage	Parental fiscal responsibility
Cracked Screen/ damage	1st incident $50 2nd incident $80 3rd incident $200	1st $50 2nd $80 3rd $200
Lost or Stolen iPad	$200	$200
Complete iPad Replacement	1st incident $79 2nd incident $99 3rd incident $200	1st incident $79 2nd incident $99 3rd incident $200
Lost or damaged charger	Wire $20 Cube $20	Wire $20 Cube $20
Lost or damaged case	$20	$20

17. Lost or Stolen Equipment

The iPad assigned to the student becomes the student/parent financial responsibility. Please reference the damaged/lost iPad section for repair/replacement costs. Please report immediately to the Media Center if you iPad is lost or stolen. The iPADS are managed and can be tracked.

18. Replaced iPad

When an iPad is damaged and needs to be replaced, the following steps must be followed

a. The iPad will be brought to the Media Center so that the damages can be recorded

b. The corresponding fee will be paid to the main office in either cash or check form. All checks should be made out to ST. CHRISTOPHER School.

c. Upon receipt of the funds the iPad will be exchanged. A student may be without a personal iPad for a few days or a temporary replacement, if available, will be issued.

St. Christopher iPad Poloicy

2018-19

Please note without both signatures the iPad will not be distributed.

_____

I AGREE TO THE STIPULATIONS SET FORTH IN THE ABOVE DOCUMENTS.

STUDENT NAME (PLEASE PRINT)_____

STUDENT SIGNATURE _____DATE _____

PARENT/GUARDIAN NAME (PLEASE PRINT) _____

PARENT/GUARDIAN SIGNATURE _____DATE _____

Important:

I do not need a charging block and cord at this time. If I need a charging block and cord I will be issues one upon request at no charge. Please provide me with an iPad and case only.

X_____   Date_____

Parent/Gauardian Signature

X_____   Date_____

Student Signature