



iPad Procedures and Use Policy
2015 - 2016

TABLE OF CONTENTS

1	INTRODUCTION	4
2	GENERAL INFORMATION	4
2.1	RECEIVING YOUR IPAD	4
2.2	RETURNING YOUR IPAD	4
3	CARE OF THE IPAD	4
3.1	GENERAL PRECAUTIONS	4
3.2	CARRYING AND TRANSPORTING IPADS	5
3.3	SCREEN CARE	5
4	USING YOUR IPAD AT SCHOOL	5
4.1	IPADS LEFT AT HOME	5
4.2	IPAD UNDERGOING REPAIR	5
4.3	CHARGING THE BATTERY	5
4.4	PASSWORDS FOR IPAD AND SCHOOL EMAIL	5
4.5	SCREEN SAVERS, BACKGROUND PHOTOS, AND OTHER MEDIA	6
4.6	PERSONAL APPS AND MUSIC	6
4.7	SOUND AND MUSIC	6
4.8	PRINTING	6
4.9	HOME INTERNET ACCESS	6
5	MANAGING YOUR FILES & SAVING YOUR WORK	6
5.1	SAVING DOCUMENTS TO THE IPAD	6
5.2	WI-FI/NETWORK CONNECTIVITY	6
6	SOFTWARE/APPS ON IPADS	6
6.1	ORIGINALLY INSTALLED SOFTWARE	6
6.2	INSPECTION	7
6.3	REINSTALLING APPS	7
6.4	SOFTWARE UPGRADES	7
7	ACCEPTABLE USE OF IPAD	7
7.1	STATEMENT OF RESPONSIBILITY	7
7.2	PARENT/GUARDIAN RESPONSIBILITIES	7
7.3	SCHOOL RESPONSIBILITIES	7
7.4	STUDENT RESPONSIBILITIES	8
7.5	STUDENT ACTIVITIES STRICTLY PROHIBITED	8
7.6	LEGAL PROPRIETY	9
7.7	STUDENT DISCIPLINE	9
8	PROTECTING & STORING YOUR IPAD	9
8.1	IPAD IDENTIFICATION	9
8.2	STORING YOUR IPAD	9
8.3	IPADS LEFT IN UNSECURED AREAS	9
9	LOSS OR DAMAGE	9

1 INTRODUCTION

The focus of our 1-to-1 iPad Program is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology be 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. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for college and the workplace. According to studies and school reports, students who use a computing device in a one-to-one education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas. The iPad is a next generation device that makes learning more engaging and accessible.

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 transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum any time, any place.

Students will be issued an iPad with carefully selected applications (i.e. apps) already installed. Students and parents are required to review this document, as well as sign the accompanying agreement to protect the hardware and software inherent with this technology.

2 GENERAL INFORMATION

The procedures and information within this document apply to all student iPad use at The Academy of the Holy Cross, including any other device considered by the Administration to come under this document. **Teachers may set additional requirements for use in their classroom.**

2.1 Receiving your iPad

iPads will be distributed prior to the start of school in accordance with the distribution policy communicated by the school. AHC will not release an iPad without receiving a signed (by both student and parent/legal guardian) *iPad Student Pledge* form, available on the website.

2.2 Returning your iPad

The AHC iPad will be returned to The Academy of the Holy Cross on the student's last day of school here at the Academy. This includes the culmination of required credits to graduate as well as the instances of when a student transfers out during the school year, withdraws, is expelled, or terminates enrollment at The Academy of the Holy Cross for any other reason. The iPad will need to be returned to the Academy as it is a property of the school. As with any other financial obligation, no transcripts will be forwarded until the iPad has been returned.

3 CARE OF THE IPAD

The iPad is school property and all users will follow this document and the AUP. Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken as soon as possible to the **IT Help Desk**.

3.1 General Precautions

- Only use a clean, soft cloth to clean the screen; only cleaning solutions *specific for an iPad/touchscreen devices* are to be used

- Cords and cables must be inserted carefully into the iPad to prevent damage
- iPads must remain free of any writing, drawing, stickers or labels that are not the property of The Academy of the Holy Cross
- iPads must never be left in an unlocked locker, unlocked car or any unsupervised area
- Students are responsible for keeping their iPad charged for school use each day

3.2 Carrying and Transporting iPads

Students are to keep their iPads in a parent/legal guardian-provided case that has sufficient padding to protect the iPad from damage due to normal treatment and that provides a suitable means for carrying the device within the school.

- iPads should always be within the protective case
- Students must keep iPads with their teams/clubs in their locked lockers (or in another secure location as instructed by the activity moderator) when they are participating in after school co-curricular activities (sports, performing arts, etc.)

3.3 Screen Care

iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Avoid placing too much pressure and/or weight (such as folders and workbooks) on the iPad screen.

- Do not lean on the top of the iPad when it is closed.
- Do not 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 lockers, walls, car doors, floors, etc. as it will eventually break the screen.

4 USING YOUR iPad AT SCHOOL

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

4.1 iPads Left at Home

If a student leaves their iPad at home, she is responsible for getting the course work completed as if she had her iPad present. If a student repeatedly leaves her iPad at home, she may lose at home privileges of the iPad and will have to leave her iPad in school.

4.2 iPad Undergoing Repair

Loaner iPads may be issued to students when needing repairs. There may be a delay in getting an iPad should the school not have enough to loan.

4.3 Charging the Battery

iPads must be brought to school each day in fully charged. Students need to charge their iPads each evening. Repeat violations may result in students losing at home privileges.

4.4 Passwords for iPad and School Email

iPads will be password protected. Each student will choose a 4-digit password to secure her iPad; this should be done as soon as possible upon receipt of your device. Students are prohibited from sharing this password with

anyone else except their parents.

The Academy of the Holy Cross will provide a password to each student for her email account. Students are encouraged to change their email password and record the password in a secure location.

4.5 Screen Savers, Background Photos, and Other Media

Inappropriate media may not be used as a screensaver, background photo, sounds, etc. Inappropriate media includes, but is not limited to, the presence of guns, weapons, pornographic materials, inappropriate language, tobacco, alcohol, drug, gang-related symbols or pictures and will result in disciplinary actions.

4.6 Personal Apps and Music

A majority of the apps and music installed should be for educational purposes. Students may install additional apps or music, with the permission of their parents/legal guardians, for personal use. If at any time device storage/space becomes an issue, students will be asked to remove personal apps, music, and/or other data.

4.7 Sound and Music

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

4.8 Printing

Students will not be able to print from their iPad at school. Students should both submit work electronically via email or through a teacher's Finals site dropbox; if something needs to be printed, students should email it to themselves and print from a desktop computer.

4.9 Home Internet Access

Students are allowed to set up wireless networks on their iPads. Please do not ask for technical support from the school to do so.

5 MANAGING YOUR FILES & SAVING YOUR WORK

5.1 Saving Documents to the iPad

Although students may save work directly on the iPad, it is recommended students back up their work to a storage location. All students have an iCloud account and are encouraged to back up there when possible and/or to an online service such as Google Drive or Dropbox.

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; therefore, students should back up all work.

5.2 Wi-Fi/Network Connectivity

The Academy of the Holy Cross makes no guarantee that their network/Wi-Fi will be up and running 100% of the time. In the case that the network is down, the school will not be responsible for lost or missing data.

6 SOFTWARE/APPS ON IPADS

6.1 Originally Installed Software

Students will receive a list of general apps for school use they are to have downloaded on their iPad. The Academy of the Holy Cross will purchase the license for these required apps and make them available to

the students. These apps must remain on the iPad in usable condition and be easily accessible at all times. Students are welcome to organize the iPad as they see fit so long as the apps recommended by Holy Cross are not removed.

Teachers may require that students download a particular app/podcast for their class (at no cost to the student).

Periodic checks of iPads may be made to ensure that students have not removed required apps or added apps that are not in accordance with school policy.

6.2 Inspection

Students may be selected at random to provide their iPad for inspection.

6.3 Reinstalling Apps

If technical difficulties occur or non-authorized apps are discovered, the iPad may be reset to factory defaults by the AHC IT Staff only. Students should visit the IT Help Desk if they are having difficulties with a particular app or software.

6.4 Software Upgrades

Apple periodically updates licensed software/apps. Students will be required to check in their iPads for updates and syncing at designated times during the year; students and parents will be notified when these times occur.

7 ACCEPTABLE USE OF iPad

7.1 Statement of Responsibility

The use of The Academy of the Holy Cross technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendable by students to people or groups outside the school and terminates when a student is no longer enrolled in the 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 section of this policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied. The AUP shall be applied to student infractions.

Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration.

7.2 Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you would on the use of all media information sources such as television, telephones, movies, and radio.

- Parents should monitor their student's usage.
- iPads that are stolen while off school property must be reported immediately to the Police.

7.3 School Responsibilities

- Provide Internet and email access to its students
- Provide Internet blocking of inappropriate materials as able
- Provide faculty/staff guidance to aid students in operating iPad and help assure student compliance with the AUP

7.4 Student Responsibilities

Obeying general school rules concerning behavior and communication that apply to network use and according to the AUP. This policy is available online and in the Student Handbook.

- Using computers/devices in a responsible and ethical manner
- Using all technology resources in an appropriate manner so as to not damage school equipment, including, but not limited to, the loss of data resulting from delays, non-deliveries, misdeliveries or service interruptions caused by the students' own negligence, errors or omissions
- Use of any information obtained via The Academy of the Holy Cross designated Internet system is at your own risk; AHC specifically denies any responsibility for the accuracy or quality of information obtained through its services
- Helping The Academy of the Holy Cross protect our computer system/device by contacting an administrator or teacher about any security problems they may encounter
- Monitoring all activity on their account(s)
- Students should always turn off/lock and secure their iPad after they are done working to protect their work and information
- Students will be held responsible for maintaining their individual iPads and keeping them in good working order
- If a student should receive email or other electronic message containing inappropriate or abusive language or if the subject matter is questionable, she is asked to print a copy and turn it in to a teacher
- iPads that are stolen while on school property must be reported immediately to the Deans of Students
- Returning their iPad on the date of termination if a student transfers out of the school during the school year, graduates, withdraws, is expelled, or terminates enrollment at The Academy of The Holy Cross for any other reason

7.5 Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing school policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling papers, book reports or other forms of student work
- Use of any Messaging/Texting services (including, but not limited to, Facebook Messenger, Snapchat, GroupChat) unless specifically authorized by a teacher for classroom use during a lesson
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc.)
- Jailbreaking the iPad (adapting it to use apps not approved by Apple/AHC)
- Spamming (sending mass or inappropriate emails)
- Gaining access to other students' accounts, files, and/or data
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications such as, but not limited to, Apple Messages, MSN Messenger, Yahoo Messenger, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- 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
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing The Academy of the Holy Cross Internet filter through a web proxy
- Unauthorized use of another student's iPad

7.6 Legal Propriety

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent or visit the IT Help Desk.

Plagiarism is a violation of The Academy of the Holy Cross Honor Code. 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 disciplinary action as outlined in the *Student Handbook*. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action.

7.7 Student Discipline

The discipline procedure in *Student Handbook* addresses serious and major offenses such as stealing and destruction of school or personal property, which apply to the iPad device. Depending on the seriousness of the offense, students may lose iPad and/or network privileges and/or may be suspended or, in extreme cases, may be expelled.

8 PROTECTING & STORING YOUR IPAD

8.1 iPad Identification

Student iPads will be labeled in the manner specified by the school. iPads can be identified in the following ways:

- Record of serial number
- AHC Asset label
- Student name on lock screen

Students should not remove any of these forms of identification from the iPad

8.2 Storing Your iPad

When students are not using their iPads, they should be stored appropriately. Nothing should be placed on top of the iPad when stored. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. iPads should not be stored in any vehicle at school or at home. If a student needs a secure place to store her iPad, she may lock it in her locker.

8.3 iPads Left in Unsecured Areas

Under no circumstances should iPads be left in unsecured areas. Unsecured areas include, but are not limited to, the school grounds, cafeteria, computer lab, locker rooms, library, unlocked classrooms, and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found, it may be taken to the Deans' Office. Restrictions on iPad access may be applied in accordance with school policies.

9 LOSS OR DAMAGE

The iPad carries AppleCare+ protection plan. AppleCare+ does not cover the iPad if it is lost, stolen but does cover damage. Students/parents will be responsible for the replacement cost if the iPad is lost or stolen.

A cracked case or screen resulting from neglect will not be covered under AppleCare+. If the iPad is accidentally damaged, parents will be responsible to pay \$49 for a deductible to cover the costs of repairing that iPad. Note that this can only be done twice under the two-year coverage period. If the iPad is lost, stolen or damaged beyond the

second incident in the two-year coverage period, families will be responsible for the replacement cost of both the device and AppleCare+, approximately \$508.

In cases of theft, vandalism and other criminal acts, a police report, or in the case of a fire, a fire report, should be filed by the student and/or parent/guardian. A copy of the police/fire report should be provided to the Assistant Principal for Student Services.

If it has been determined by the school that there was intentional damage to an iPad, then the students/parents are responsible for full payment to replace the iPad, approximately \$508.

iPads that malfunction or are damaged must be brought to the IT Help Desk. The school will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse or neglect will be repaired with cost being borne by the student. The family of the student will be charged a \$49 deductible to cover the repair of the iPad. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally, approximately \$508.