

St. Francis Solano School
2017-2018 Policy, Procedures, and Information for iPad Use for Grades 6-8

The focus of the iPad program at St. Francis Solano School is to provide tools and resources to student teachers to enhance and assist in their continued education. The iPad provides a simple and portable way to manage information and allows students constant access to learning opportunities. The individual iPads is a way to empower students to maximize their full potential and to prepare them for high school, college and beyond.

Learning is achieved by 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 anytime, anyplace.

The policies, procedures and information contained in this document apply to all iPads used at St. Francis Solano School including any other device considered by the school to come under this policy. Teachers may set additional requirements for use in their classroom.

1. RECEIVING YOUR IPAD

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

1.1 iPad Check-in

iPads will be returned during final week of school so they can be checked for serviceability. If a student transfers out of the St. Francis Solano School during the school year, the iPad will be returned at that time.

1.2 Check-in Fines

Individual school iPads and accessories must be returned to St. Francis Solano School at the end of the school year. If a student fails to return the iPad at the end of the school year or upon termination of enrollment at St. Francis, the student will pay the replacement cost of the iPad, or, if applicable, the insurance deductible. Failure to return the iPad will result in a theft report being filed with the Local Police Department. Furthermore, the student will be responsible for any damage to the iPad, consistent with the school's iPad Protection plan and must return the computer and accessories to the school in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

2. TAKING CARE OF THE IPAD.

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 to the office for an evaluation of the equipment.

2.1 General Precautions

a) The iPad is school property and all users will follow this policy and the St. Francis Solano School's Acceptable Use Policy for technology.

- b) Only use a clean, soft cloth to clean the screen, do not use cleansers of any type.
- c) Cords and cables must be inserted carefully into the iPad to prevent damage.
- d) iPads must remain free of any writing, drawing, stickers, or labels that are not the property of Francis Solano School.
- e) Students are responsible for keeping their iPad's battery charged for school each day.
- f) Students must use school issued iPad cases.

2.2 Carrying iPads

The protective cases provided with iPads have sufficient padding to protect the iPad from normal use and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- a) iPads should always be within the protective case when carried.
- b) Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.

2.3 Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- a) Do not lean on the top of the iPad when it is closed.
- b) Do not place anything near the iPad that could put pressure on the screen.
- c) Do not place anything in the carrying case that will press against the cover.
- d) Clean the screen with a soft, dry cloth or anti-static cloth.
- e) Do not bump the iPad against walls, car doors, floors, etc., as it will eventually break the screen.

3. USING YOUR iPad AT SCHOOL

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

3.1 iPads Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed as if their iPad were present. If a student repeatedly leaves their iPad at home, they will be subject to disciplinary action.

3.2 iPad Undergoing Repair

Loaner iPads may be issued to students when they leave their iPads for repair in the Media Center. There may be a delay in getting an iPad should the school not have enough to loan.

3.3 Charging Your iPad's Battery

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. Repeat violations of this policy will result in disciplinary action.

3.4 Screen Savers / Background photos

Inappropriate media may not be used as a screensaver or background photo.

3.5 Sound, Music, Games, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. All software/Apps must be provided by school staff. Data storage will be through each student's individual assigned Google Drive account.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the iPad/Home Directory

Students may save work directly to the iPad. It is recommended students e-mail documents to themselves or use a Google Drive account for their file storage. Storage space will be available on the iPad—BUT it will NOT be backed up. 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.

4.2 Network Connectivity

St. Francis Solano School makes no guarantee that their 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.

5. SOFTWARE ON iPads

5.1 Originally Installed Software

The software/Apps originally installed by St. Francis must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from iPads at the completion of the course. Periodic checks of iPads will be made to ensure that students have not removed required apps.

5.2 Additional Software

Students are not allowed to load extra software/Apps on their iPads. St. Francis will synchronize the iPads so that they contain the necessary apps for schoolwork. Students will not synchronize iPads or add apps to their assigned iPad, to include home syncing accounts.

5.3 Random Inspection

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

5.4 Procedure for re-loading software

If technical difficulties occur or illegal software, non-St. Francis installed apps are discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to re-formatting.

5.5 Software upgrades

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.

6. ACCEPTABLE USE.

The use of the school's technology resources is a privilege, not a right. The privilege of using the technology resources provided by St. Francis Solano School is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled at St. Francis. 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's technology resources may be denied, and the appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 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 do on the use of all media information sources such as television, telephones, movies, and radio.

6.2 School Responsibilities

Provide Internet Blocking of inappropriate materials as able.

Provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy.

6.3 Student Responsibilities

Using computers/devices in a responsible and ethical manner.

Obedying general school rules concerning behavior and communication that apply to iPad/computer use.

Using all technology resources in an appropriate manner so as to not damage school equipment.

Helping St. Francis Solano School protect the computer system/device by contacting an administrator about any security problems they may encounter.

Monitoring all activity on their account(s).

Students should always turn off and secure their iPad after they are done working to protect their work and information.

6.4 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 term papers, book reports and other forms of student work

Messaging services-EX: MSN Messenger, ICQ, etc

Internet/Computer Games

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.)

Downloading apps

Spamming-Sending mass or inappropriate emails

Gaining access to other student's accounts, files, and/or data

Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger

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.

Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

Bypassing the St. Francis Solano School web filter through a web proxy

6.5 iPad Care

Students will be held responsible for maintaining their individual iPads and keeping them in good working order. iPad batteries must be charged and ready for school each day.

Only labels or stickers approved by the school may be applied to the computer.

iPad cases furnished by the school must be returned with only normal wear and no alterations to avoid paying a case replacement fee.

iPads that malfunction or are damaged must be reported to the office. The school will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally.

7. Cost of Repairs

Students will be held responsible for ALL intentional damage to their iPads including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as sleeves and cables will be charged the actual replacement cost.

8. Theft

Students will be held responsible for their iPad if it is stolen. iPads that are stolen must be reported immediately to the Office and the Police Department. The school will assist the student in retrieving the stolen property. However, if it isn't recovered the student will be responsible for the replacement of the item.

9. 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.

Plagiarism is a violation of the St. Francis 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 St. Francis Solano School Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the school.

St. Francis Solano School Student Pledge for iPad Use 2017-2018
Must be returned by the first day of school before distribution of iPad

1. I will take good care of my iPad.
2. I will never leave the iPad unattended.
3. I will never loan out my iPad to other individuals.
4. I will know where my iPad is at all times.
5. I will charge my iPad's battery 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 protect my iPad by only carrying it while in the case provided.
9. I will use my iPad in ways that are appropriate.
10. I will not place decorations (such as stickers, markers, etc.) on the iPad.
11. I understand that my iPad is subject to inspection at any time without notice and remains the property of the St. Francis Solano School.
12. I will follow the policies outlined in the **Policy, Procedures, and Information for iPad Use** while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and fire.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I will honor myself and others by communicating in a respectful manner in all electronic communication.
16. I agree to return the school's iPad, case and power cords in good working condition.

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

Student Name (Please Print): _____
Student Signature: _____
Date: _____

Parent Name (Please Print): _____
Parent Signature: _____
Date: _____