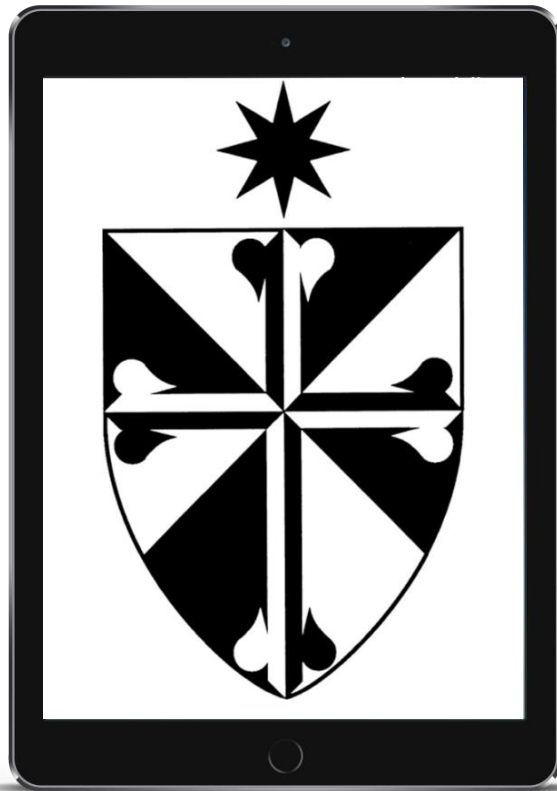


# ST. CATHERINE'S HIGH SCHOOL

## iPad Policy, Procedures, and Information



2016-2017

Grades 6-12

# ST. CATHERINE'S HIGH SCHOOL IPAD PROGRAM

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ST. CATHERINE'S High School's iPad program intends to provide the tools and resources necessary to succeed as a 21<sup>st</sup> 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 21<sup>st</sup> century students is the Apple iPad tablet.

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. 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 facts to a facilitator of learning. Effective teaching and learning with an iPad integrates technology into the curriculum anytime, anyplace and increases student engagement.

The policies, procedures and information within this document apply to all iPads used at St. Catherine's High School, including any other device considered by the Administration to come under this policy. They represent a clear and comprehensive attempt to explain to everyone in the community the level of responsibility necessary to participate in this program. St. Catherine's High School reserves the right to make any alterations to this policy at any time they deem necessary.

**Teachers may set additional requirements for use in their classroom.**

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## 1. ACCEPTABLE USE

The use of technology resources at St. Catherine's is a privilege, not a right. The privilege of using the technology resources provided by St. Catherine's is not transferable or extendible by students to people or groups outside St. Catherine's and terminates when a student is no longer enrolled at St. Catherine's High 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 tenets 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.**

### 1.1 Parent/Guardian Responsibilities

- Talk to your children about the values and standards that they should follow on the use of the Internet just as you do on the use of all media such as television, telephones, movies, and radio.
- Remind your children that misuse or damage to school owned technology, including the iPad, is the financial responsibility of the family and that great care should be taken to treat the equipment properly.
- If a child is age 12 or younger, all accounts for online access, such as iTunes, will be provided to the parent. Any updates to the iPad or apps will need to be performed by the parent unless they choose to share the password with their child.
- Parents/guardians may individually request that their child's iPad have applications locked down and games removed. Requests for app lockdown and game removal should be made in writing to the assistant principal and will then be handled on a case-by-case basis. Please know that this type of lockdown will likely cause a delay in your child's ability to access newly required apps.

### 1.2 School Responsibilities

- Provide Internet and email access to its students.
- Provide Internet blocking of inappropriate materials while on the school's network.
- Provide network data storage areas. These will be treated similar to school lockers. St. Catherine's reserves the right to review, monitor, and restrict information stored on or transmitted via school-owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance with the Acceptable Use Policy.
- Help ensure that any pictures, video, and audio recordings of any student or staff member are allowed only for school related purposes and with written consent.

### 1.3 Students Responsibilities

- Using all technology devices in a responsible and ethical manner.
- Proper care and maintenance for the iPad and all provided accessories.
- Obeying general school rules concerning behavior and communication.
- Using all technology resources in an appropriate manner so as to not damage school equipment.
- Use of any information obtained via St. Catherine's designated Internet System is at your own risk. St. Catherine's specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.
- Helping St. Catherine's protect its technology and systems by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- If a student receives an email or any other message containing inappropriate or abusive language or if the subject matter is questionable, s/he should inform the school administration.
- Return their iPad to the school at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at St. Catherine's for any other reason must return their school iPad and all accessories on the date of termination.

## 1.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copy written materials.
- Any action that violates existing school policy or public law.
- Sending, storing, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Taking or manipulating pictures, video, or audio recordings of any student or staff member without consent or staff permission.
- Taking or using pictures, video, or audio recordings of any student or staff member at any time in locker rooms or restrooms.
- Use of online resources selling term papers, book reports and other forms of student work.
- Internet/video games during school when not specifically permitted by a staff member.
- Changing restricted iPad settings (exceptions include unlocked personal settings such as font size, brightness, etc.)
- Downloading or installing applications that are on the school's prohibited list.
- Sending mass or inappropriate emails.
- Gaining access to other student's 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.
- 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 will not be allowed.
- Transmission of or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the St. Catherine's web filter by any means. This includes, but is not limited to, the use of tethering or portable hot spot devices, or connecting to any other Wi-Fi network or ISP while at school.
- Deliberating attempting to disable school access to monitoring software such as the Apple Classroom Manager.

## 1.5 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 St. Catherine's may be applied to the iPad or case.
- iPad cases and accessories furnished by the school must be returned with only normal wear and no alterations to avoid paying a replacement fee.
- iPads that malfunction or are damaged must be reported immediately to the school administration. The school will be responsible for repairing iPads that malfunction within the first year. 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.
- **iPad damage: Students are responsible for any and all damage.**
- iPads that are stolen must be reported immediately to the school administration.

## 1.6 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.
- Plagiarism is a violation of the St. Catherine's polices. 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. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the school.

## 1.7 Consequences for Student Misbehavior

The iPad is to be used for faculty and staff approved activities. Any student activity with the iPad deemed inappropriate by a faculty or staff member will result at **minimum** in the following consequences. Depending on the circumstances, further disciplinary action including but not limited to detention, suspension, or expulsion may occur. Tallies for iPad offenses will be reset at the end of the school year.

If possible a student will be informed of an infraction when it occurs, but offenses may be tallied retroactively when necessary. A student's family will also be notified via email, letter, phone, or in person when any offense beyond a Level 1 1<sup>st</sup> Offence occurs.

**Level 1 Offenses** – Examples of these types of offenses include, but are not limited to, not immediately and courteously handing your iPad to any staff member that requests it at any time, playing games or other activities that a faculty or staff member considers off task during class or other school functions, deliberately trying to disable the Apple Classroom Manager, taking the iPad out of its case, use of inappropriate images as wallpaper or background images on the device.

- **1<sup>st</sup> Offense** - Loss of ability to install or upgrade apps for 30 days. Any games or non-academic apps may be deleted from the device. These apps can be reinstalled at no cost once installation rights are restored. St. Catherine's takes no responsibility for any files or information that may be lost due to removal of these apps.  
*This consequence will occur remotely and automatically after the offense has been reported by the teacher.*
- **2<sup>nd</sup> Offense** – Loss of ability to install or upgrade apps for the remainder of the school year. Any games or non-academic apps may be deleted from the device. St. Catherine's takes no responsibility for any files or information that may be lost due to removal of these apps.
- **3<sup>rd</sup> Offense** – Immediate suspension and consultation with family on ability to continue enrollment at St. Catherine's High School.

**Level 2 Offenses** – Examples of these types of offenses include, but are not limited to, bringing an iPad into a locker room, having an iPad outside of its satchel in the bathroom, storing, taking, or manipulating pictures, video, and audio recordings of any student or staff member without consent or staff permission.

- **1<sup>st</sup> Offense** - Loss of ability to install or upgrade apps for 30 days and removal of camera functionality. Any games or non-academic apps may be deleted from the device. These apps can be reinstalled at no cost once installation rights are restored. St. Catherine's takes no responsibility for any files or information that may be lost due to removal of these apps.
- **2<sup>nd</sup> Offense** – Immediate suspension and consultation with family on the likelihood that the student will lose the ability to continue enrollment at St. Catherine's High School

**Level 3 Offenses** - Examples of these types of offenses include, but are not limited to, hacking or jailbreaking the device or any other attempt to gain rights and resources beyond those permitted to students at St. Catherine's High School. Posting pictures, video, or audio recordings of any student or staff member to the Internet or any other network.

- **1<sup>st</sup> Offense** – Immediate suspension and consultation with family on the likelihood that the student will lose the ability to continue enrollment at St. Catherine's High School.

## 2. RECEIVING and RETURNING YOUR iPad

### 2.1 Receiving your iPad

iPads will be distributed during a special preparation day before the first full day of school. **Parents and students must complete the online form agreeing to this iPad Policy, Procedures, and Information; and the Student Pledge before an iPad can be issued.** Section 8 of this document outlines options for families to purchase additional insurance from accidental damage or theft for the iPad. Only the school supplied iPad will be permitted for in-school use. All other electronic devices are subject to the rules of the Family Handbook.

### 2.2 Returning the iPad

iPads will be returned during final week of school so they can be checked for serviceability. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at St. Catherine's for any other reason must return their iPad and all accessories on the date of termination. If a student fails to return the iPad at the end of the school year or upon termination of enrollment at St. Catherine's, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad, or, if applicable, any insurance deductible. Failure to return the iPad will result in a theft report being filed with the Racine Police Department.

Furthermore, the student will be responsible for any damage to the iPad, consistent with the school's iPad policies and must return the iPad and accessories to St. Catherine's in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

## 3. TAKING CARE OF YOUR 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 Technology Department in the Library for an evaluation of the equipment.

### 3.1 General Precautions

- The iPad is school property and all users will follow this policy and the St. Catherine's Acceptable Use Policy for Technology in the Family Handbook.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads and accessories must remain free of any writing, drawing, stickers or labels that are not the property of St. Catherine's High School.
- iPads must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day.

### 3.2 Carrying iPads

The protective case and bag issued with iPads have sufficient padding to protect the device from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- iPads should always be within the school provided-protective case and bag when carried.
- To prevent damage to the iPad, no other objects should be placed in the satchel pocket with the iPad.
- Headphones are not to be plugged into an iPad when it is being stored in its satchel.

### 3.3 Screen Care

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

- Do not lean on the top of the iPad.
- Do not set the iPad on the floor.
- Do not place anything near the iPad that could put too much pressure on the screen.
- 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 this will eventually break the screen.

### 3.4 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
- St. Catherine’s Label

### 3.5 Storing your iPad

When students are not using their iPads, they should be stored in their lockers. Nothing should be placed on top of the iPad, when stored in the locker. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed that night. iPads should not be stored in a student’s vehicle at school or at home. This is especially necessary during periods of extreme heat or cold.

### 3.6 iPads Left in Unsupervised Areas

Under no circumstances should an iPad be left in an unsupervised area. Unsupervised areas include the school grounds and campus, the lunchroom, computer labs, locker rooms, library, unlocked classrooms, and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found unattended in an unsupervised area, it will be taken to the office.

## 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 and schedules may be accessed using the iPad. Students are responsible for bringing 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 his iPad at home, he is still responsible for getting the course work completed as if he had his iPad present. Not having the device is not a valid excuse for not completing work on time.

### 4.2 iPad Undergoing Repair

A spare iPad may be issued to a student when they leave their iPads for repair. There may be a delay in getting an iPad should the school not have enough to loan and the temporary spare may not be the exact model that the student was originally issued.

### 4.3 Charging Your iPad’s Battery

iPads must be brought to school each day with at least a 50% charge. Students need to charge their iPads when it goes below a 25% charge. Students that repeatedly report to a class with an iPad discharged to the point that it impacts their ability to perform their schoolwork or becomes a distraction are subject to discipline deemed appropriate by the teacher. Examples may include an incomplete on that day’s assignment, a detention after school, or referral to the school administration.

In cases where use of the iPad has caused batteries to become discharged, students may be able to connect their iPads to a power outlet in class with teacher permission.

### 4.4 Screensavers/Background Photos

- Inappropriate media may not be used as a wallpaper or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, or gang related symbols or pictures will result in disciplinary action.
- **Simple passcodes may be used, but must be immediately removed at the request of any SCHS staff member or a Level 1 Offense will be tallied.**

## 4.5 Sound, Music, or Games

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Age-appropriate music is allowed on the iPad. **Earbuds/Headphones are not allowed in a classroom setting without teacher approval and may be confiscated by the teacher for any reason deemed necessary.**
- Internet or app-based games are not allowed unless expressly permitted by the teacher. **Failure to comply with this rule will result in a Level 1 Offense being tallied.**

## 4.6 Passing Time

- The iPad is to be enclosed in the school provided satchel during the passing time between classes and may only be removed after arrival in class. The iPad may be used in the hallway before and after school. **Failure to comply with this rule will result in a Level 1 Offense being tallied.**
- Use of headphones, external or internal speakers is not permitted during passing time. Sound must be muted and headphones unplugged at all times when in the hallway during passing time.

## 4.7 Restricted Areas

- Cafeteria: During lunch the iPad may be brought into the cafeteria, but must remain in the satchel.
- Bathrooms: The iPad must remain in its satchel whenever it is brought into the bathroom.
- Locker Rooms: The iPad is **never** allowed in the locker rooms. It must be left in your regular hallway locker during gym classes or sport practices and events.

## 4.8 Printing

The ability to print will not be made available on the iPad at school. School work on the iPad will be submitted digitally. Students may make an item available on a school PC to print or use an iPad capable printer offsite.

## 4.9 Home Internet Access

Students are encouraged to have wireless access at home. A student or family may contact the SCHS Technology Department if they have questions purchasing or setting up Wi-Fi at home.

Internet access on the iPad will be filtered at home with the same restrictions used while at school. Families will be informed if this policy needs to change for technical reasons.

## 4.10 Attempts to Circumvent the Internet Filter

Any attempt made to circumvent the school web filter will result in a Level 3 Offense being tallied. These attempts include, but are not limited to, using proxies, phone tethering, or Wi-Fi hotspots.

## 4.11 Communication Policy at School

Students will be provided with an email address. That address will be required for all official email communication with the school. i.e. turning in work, contacting tech support, etc. St. Catherine's High School reserves the right to filter and monitor these email accounts. Use of these or any other digital communication tools for cheating or sending harassing or inappropriate messages is strictly prohibited.

Access to alternative email providers, social networking sites, text messaging, and unassigned blogging tools while at school is prohibited.

St. Catherine's High School will attempt to eliminate the possibility of Spam or any other unsolicited messages from student inboxes, but with any open system there is a possibility students may receive undesirable messages. If this becomes excessive, the student should inform the school administration.

## **5. DIGITAL TEXTBOOKS**

St. Catherine's tuition covers the cost of school required digital textbooks, apps, and other reading materials. This will allow St. Catherine's to provide students with the latest and most engaging learning materials available.

Our digital textbooks will be provided from numerous publishers in a multitude of formats. Some will be dynamic apps installed on the iPad, static digital files like PDF, or even web pages that require a password and Internet access. The books are selected by our teaching professionals as the best available resource to help teach the desired subject. Students will then be instructed on how to access and utilize their digital resources in each subject.

Depending on the formatting and licensing for the eBook, it may take a couple of days to acquire new books when transferring classes during the school year.

## **6. MANAGING YOUR FILES & SAVING YOUR WORK**

### **6.1 Saving to the iPad**

Students should save work to the iPad and back files up via Apple's iCloud service. Schoology and other services will also be provided to distribute and submit coursework.

### **6.2 Network Connectivity**

St. Catherine's High 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.

## **7. SOFTWARE ON iPads**

### **7.1 School-Provided Apps**

The software/apps originally installed by St. Catherine's must remain on the iPad in usable condition and be accessible at all times. From time to time, the school may add software applications for use in a particular course. Enough storage space must remain on the iPad for this possibility. St. Catherine's may remove any non-academic materials that limit this ability.

Periodic checks of iPads will be made to ensure that students have not removed required apps. Removal of required apps will result in a Level 1 Offense being tallied.

### **7.2 Additional Software and Five Game Guideline**

Students may be given the privilege of adding additional apps to their iPads. Misuse of the iPad or those apps may result in the consequences listed in Section 1.7 and potential included expulsion.

St. Catherine's may decide that certain apps will not be permitted on school iPads. These apps will be automatically and remotely removed from school iPads. Any attempt to circumvent this restriction will result in a level 3 offense.

As apps become more complex and increase in size, managing enough storage for school related tasks on the iPad increases in difficulty. To limit the possibility of the school having to delete unrequired apps to make room for school related functions and to assist students in understanding the storage capabilities of their iPad, we encourage students to limit the maximum number of game apps installed on the iPad to no more than five at one time.

### **7.3 Inspection**

Students may be selected at random to provide their iPad for inspection. Failure to immediately comply with an inspection request from any staff member will result in an immediate Level 1 Offense. Software may be present on the iPad that will remotely and automatically inventory an iPad. Tampering or changing these settings, apps or profiles will result in a Level 3 Offense.

## **7.4 Procedure for Reloading Software**

If technical difficulties occur from unauthorized software or non-St. Catherine's installed apps, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted during this process.

## **7.5 Jailbreaking and Hacking**

If one of the school's iPads is jailbroken, hacked, or in other ways deliberately altered to adjust or increase the level of access to otherwise restricted features or Internet privileges, a Level 3 Offense will be tallied resulting in immediate suspension and probable expulsion.

## **7.6 Sixth Grade App Store Access**

The transition to coping with the potential distraction of having apps, like games, beyond those required by the school is difficult. Therefore, during the sixth grade, students will be restricted from the App Store and limited to only those apps required by the school and their teachers.

# **8. REPAIRING AND REPLACING YOUR iPad**

Students will be held responsible for ALL 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 cases and cables will be charged the actual replacement cost.

## **8.1 Supplemental iPad Insurance**

St. Catherine's High School recognizes that some families may wish to provide additional financial protection in the event of accidental damage or theft and a voluntary iPad Protection Plan is available for students and parents to cover iPad replacement in the event of theft, loss, or accidental damage. Numerous personal electronic insurance plans exist and can be located with a simple web search.

Students or parents may also choose to carry their own personal insurance or home owners insurance to protect the iPad in cases of theft, loss, or accidental. Please consult with your insurance agent for details about your personal coverage of the iPad. Many home owners' insurance plans will require a rider for electronics and only provide limited coverage and a higher deductible.

## **8.2 Breaking another student's iPad**

Students are only permitted to use the iPad that is assigned to them. However, if a student damages another student's iPad, the student causing the damage will be responsible for any repair costs. In cases where the blame or cause is not clear, the school administration will determine who is responsible.

# **9. ACADEMIC PERFORMANCE**

If a student's progress report or semester grade point average (GPA) drops below a 2.0, they forfeit the privilege of having any apps on their iPad that are not academically required by the school and the ability to install new apps on their own. The student will be notified via email and the restrictions will occur remotely and automatically on the iPad.

The first GPA check each semester will be made after the first four week progress report. Any student failing to earn at least a 2.0 GPA will lose their app rights. The next automatic check will be made during the next progress report taken at the halfway point of the semester. If the student has improved their GPA beyond the 2.0 mark and they have no iPad behavior restrictions, they will automatically have their app privileges reinstated. Progress checks will be made at four week intervals throughout each semester.

## St. Catherine's High School Student Pledge for iPad Use

1. I will take proper care of my iPad.
2. I will not attempt to hack, jailbreak, or alter the iPad or any associated services in any way that deliberately adjusts or increases the level of access to otherwise restricted features or Internet access.
3. I will never leave the iPad unsecured and unattended.
4. I will never leave the iPad in an unlocked locker, unlocked car or any unsupervised area and I will know where my iPad is at all times.
5. I will charge my iPad's battery as needed.
6. I will keep food and liquids away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad, take it out of its case, or attempt any hardware repairs.
8. I will protect my iPad by only carrying it while in the provided case and bag.
9. I will use my iPad in ways that are appropriate, meet St. Catherine's expectations and are educational.
10. 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.
11. I understand that my iPad is subject to inspection at any time without notice and remains the property of St. Catherine's High School.
12. I will follow the policies outlined in this guide and Family Handbook while at school, as well as outside the school day.
13. I will be responsible for all damage or loss caused by neglect or abuse.
14. I agree to return the school iPad and accessories in good working condition.
15. I will not take or manipulate pictures, video, and audio recordings of any student or staff member without consent or staff permission.
16. I will not take or manipulate pictures, video, and audio recordings of any student or staff member at any time in locker rooms or restrooms.
17. I understand that the iPad and its accessories are for school use on my academic activities and not to be used by others including friends, parents, or family.

**To agree to the stipulations set forth in the above documents including the iPad Policy, Procedures, and Information; and the Student Pledge for iPad Use, please make sure you have completed the 2016-17 online emergency card form.**

**IN ORDER FOR A STUDENT TO RECEIVE AN IPAD, ALL REQUIRED SCHOOL FORMS MUST BE COMPLETED.**

**Individual school iPads and accessories must be returned to St. Catherine's at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at St. Catherine's for any other reason must return their individual school iPad computer on the date of termination.**