



iPad Program Manual

La Salle High School

2023-2024

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Introduction

In an effort to advance educational achievement for all students, La Salle High School of Yakima has made an ambitious decision to implement a 1:1 technology initiative and to distribute an Apple iPad to every student. This implementation will bring the world to each student's fingertips – anywhere, at any time - and puts them not only at the forefront of becoming 21st century learners, but also affords each student the opportunity to become a responsible digital citizen.

The policies, procedures, and information within this manual apply to all iPads and related accessories (power cords, covers, etc.) used at La Salle High School of Yakima. Teachers may set additional requirements for use in their classroom.

1. Receiving Your iPad

1.1 Receiving Your iPad

For the 2023–2024 school year, iPads will be distributed during student orientation day. Prior to distribution, new parents must attend a mandatory orientation session and all parents must sign and return the "iPad Program Acceptable Use Agreement" before an iPad can be issued.

1.2 Technology Orientation

New parents must attend one of the mandatory iPad orientation sessions before the start of the school year. The primary session will take place during the New Parent Orientation. This session will review vital information regarding La Salle's insurance plan, safe keeping of the iPad in the home environment, outline of the program, etc.

2. Caring for Your iPad

Students are responsible for the care of the iPad issued by La Salle High School of Yakima. iPads that are broken or fail to work properly must be taken to the Computer Lab for evaluation of the equipment. Students are responsible for bringing a fully charged iPad to school each day.

2.1 General Precautions

Each iPad is the property of La Salle High School of Yakima and all users are expected to abide by the policies in this manual and those contained in the La Salle High School of Yakima's "Partnership Statement" and the Parent-Student Handbook.

- 1. Only use a clean, **dry**, soft cloth to clean the screen, no cleansers of any type.*
- 2. Cords and cables must be inserted carefully into the iPad to prevent damage.*
- 3. iPads and cases must remain free of writing, drawing, stickers, or labels.*
- 4. iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.*
- 5. Students are responsible for keeping their iPad's battery charged for school each day.*

2.2 Carrying iPads

A protective case will be provided with each iPad. **This protective case must be kept on the iPad at all times** and not be removed or tampered with at any time. Students who attempt to modify, remove or make permanent markings on their case will be charged its full price (\$60). Students who damage their iPad from a case that was modified or removed will be charged as well.

2.3 Screen Care

iPad screens can be damaged if subject to rough treatment. The iPad can be particularly sensitive to damage from excessive pressure on the screen and corners. Please be mindful that iPads are sensitive. Even with the case on it, the screen can be subject to damage. Be mindful that any resulting damage is the responsibility of the student and the student will be charged for this damage. Follow the guidelines below to avoid damaging your iPad:

1. Do not lean on the top of the iPad when it is closed.
2. Do not place anything on or near the iPad that could put pressure on the screen.
3. Do not place anything in the carrying case that will press against the cover.
4. Clean the screen with a soft, dry cloth or anti-static cloth.
5. Do not bump the iPad against lockers, walls, car doors, floors, etc.
6. Do not stow in extreme weather conditions such as heat, cold, or rain.

3. Using Your iPad

iPads are intended for school use each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars, eBackpack, PowerSchool and the Student-Parent Handbook may be accessed using the iPad. **Students must bring their iPad to all classes.**

3.1 Not Having Your iPad at School

If students fail to bring their iPad to school, they are responsible for completing course work as though they had their iPad with them. **Students who forget to bring their iPad will run the risk of losing credit for classwork or homework.**

3.2 Charging Your iPad

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads **each evening**. Repeat violations will result in a detention for violation of policy. Additional offenses may result in more severe consequences.

3.3 Screensavers and Background Images

Any media or image deemed inappropriate by La Salle High School of Yakima's administration may not be used as a screensaver or background photo. The presence of guns, weapons, pornographic material, inappropriate language, alcohol, drug, gang related symbols or pictures would result in disciplinary actions.

3.4 Sound, Music, Games, Apps

Students are permitted to use the iPad for personal use. However, doing so cannot be distracting to the educational setting. **During school classroom hours it must be used strictly for educational activities.** The iPad should not include any games, music, or apps that would conflict with the mission and philosophies of La Salle High School of Yakima. Use of the iPad during school hours must be primarily for education.

1. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
2. Personal Listening devices (head phones, ear buds) are not permitted to be used with the iPad without prior approval of the classroom teacher.
3. Music is allowed on the iPad and can be used at the discretion of the teacher.
4. Internet based games are not allowed on the iPads. iPad based games are permissible but are not to be used during school hours.
5. Students/families may purchase apps for personal use. However this must be done on the student/families' own iTunes account. Students should be aware that the iPads will be synchronized by La Salle High School of Yakima periodically. Typically, apps not loaded by the school may be wiped out as part of this process. **Students and families are responsible to back-up personal apps and data using iCloud.** La Salle High School of Yakima is not responsible for lost or damaged applications or data related to personal use.
6. Freshmen iPads will be locked when initially distributed. Apps will only be accessible through the Meraki app store. Only after the students receive proper orientation to the use of the iPad for instructional purposes and the student signs an attestation to their understanding of this proper use will the iPads be eligible to be unlocked by the school.

Additionally, in order to be unlocked a freshmen student must be academically eligible with no F grades at the end of 1st semester. If they are ineligible or on probation, they will earn the privilege when they are removed from the probation or ineligibility list. Freshmen must have no school disciplinary actions during 1st semester for misuse of technology. If they have received a disciplinary action, they will be reconsidered after the 1st grade check of 2nd semester.

3.5 Printing

Limited wireless printing is available with the iPads on campus. This may or may not be available at the time a student may need it for class, so students should always be prepared to have a digital way to turn in assignments.

3.6 Internet Access

When off-campus, students are allowed to connect to alternate Wi-Fi networks on the iPad. This will assist them with iPad use while at home. Students are cautioned against connecting to unsecured wireless networks as this may expose the iPad and its user to potential security threats.

4. Managing Files and Saving Work

4.1 Saving to the iPad / Home Directory

*Students may save work on their iPad; however, **students are responsible for backing up their own files.** It is recommended that all important school work be backed up to the student's iCloud account. Storage space is available on the iPads—**BUT La Salle High School of Yakima is NOT responsible for lost work in the case of re-imaging, operating system upgrades, syncs and/or iPad failure.** 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

La Salle High School of Yakima makes no guarantee that the school network will be up and running 100% of the time. In the rare case that the network is down, the school is not responsible for lost or missing data.

5. iPad Software

Any changes or alteration to the iPad's original operating system, including jailbreaking, is strictly prohibited. Any case of jailbreaking may result in suspension from classes and financial restitution to the school for damages incurred.

5.1 Originally Installed Software

The operating system, applications (apps) and digital books (eText, eBooks, PDFs) originally installed by La Salle High School of Yakima must remain on the iPad in usable condition and be easily accessible at all times. Periodically, the school may update the operating system and apps; add apps and/or eBooks for use in a particular course. The licenses for this software may require that the software be deleted from iPads upon completion of the course.

iBooks can only be downloaded by the student. Apple prohibits the pre-installation of iBooks by the school.

5.2 Additional Software

Students are responsible for any additional software they put on their iPad. La Salle High School of Yakima is not responsible for any personal software that is lost; such software must follow the same guidelines covered in section 3.4.

5.3 Inspection

La Salle High School of Yakima reserves the right to inspect iPads on demand. 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 is discovered, the iPad may be re-imaged. La Salle High School of Yakima does not accept responsibility for the loss of any software or documents deleted due to a re-format and/or re-image.

5.5 Software Updates

Updates of licensed software and applications are available from time to time. Students may be required to check in their iPads for periodic updates and syncing. Students are not allowed to update the operating system or remove school loaded apps and eBooks without the school's consent.

5.6 Meraki Profile

*Meraki allows La Salle to push out over the air updates and apps. **Students must not tamper or remove this profile** from their iPads. The school will be alerted via email of any attempt to tamper. This profile allows students to receive the apps they need for class and must remain on the device.*

6. Acceptable Use

Use of La Salle High School of Yakima's technology resources is a privilege, not a right. The privilege of using technology resources provided by La Salle High School of Yakima is not transferable or extendable by students to people or groups outside La Salle and terminates when a student is no longer enrolled at La Salle High School of Yakima. 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 terms and conditions named herein, privileges may be terminated, access to school technology resources may be denied, and appropriate disciplinary action shall be applied. La Salle High School of Yakima's procedures in the Student-Parent Handbook shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension and expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

Parents should talk to their children about the values and the standards that young adults should follow when using the Internet just as you do regarding the use of all media information sources such as television, telephone, movie, and radio.

6.2 La Salle High School of Yakima Responsibilities

La Salle High School of Yakima will:

- 1. Provide Internet access to its students.*
- 2. Provide Internet blocking of inappropriate materials as identified by La Salle High School of Yakima filters (only applies while on-campus at La Salle High School).*
- 3. Provide age appropriate restrictions as identified by La Salle High School of Yakima.*
- 4. Provide PowerSchool data storage areas for users of technology resources.*
- 5. Provide Office 365 e-mail accounts while the student is enrolled.*

iPads are La Salle High School of Yakima's property and will be treated similarly to computers, school lockers, desks and all other forms of school property. La Salle High School of Yakima reserves the right to review, monitor, and restrict information stored on or transmitted via school owned equipment as well as to investigate inappropriate use of resources.

6.3 Student Responsibilities

Students will:

- 1. Use all La Salle High School of Yakima technology resources in a responsible and ethical manner.*
- 2. Obey general school rules concerning behavior and communication applicable to technology use.*
- 3. Help protect school technology by contacting an administrator about any security or hardware problems they may encounter.*
- 4. Monitor all activity on their account(s).*
- 5. Return their iPad in the same condition in which it was received, along with all other school issued equipment and hardware at the end of each school year or upon leaving La Salle High School of Yakima.*
- 6. Use all technology resources in an appropriate manner so as to prevent damage.*
- 7. Turn off and secure their iPad after they are finished working to protect their work and information.*

"Damage" includes, but is not limited to, the loss of data resulting from delays, non-delivery, misdelivery or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via La Salle High School of Yakima's wireless network is done so at the student's risk. La Salle High School of Yakima specifically denies any responsibility for the accuracy or quality of information obtained through any of its resources.

If a student should receive an electronic message containing inappropriate or abusive language or questionable subject matter, that student should contact the Dean of Students' Office immediately.

6.4 Prohibited Uses

Students are prohibited from engaging in the following activities:

- 1. Illegal installation or transmission of copyrighted materials.*
- 2. Jailbreaking the iPad.*
- 3. Any activity violating school policy or public law.*
- 4. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, sexually explicit, or any material deemed unacceptable by La Salle High School of Yakima administration.*
- 5. Use of non-school approved social media; chat rooms; websites selling term papers, book reports, and other forms of student work; video, text and instant messaging services.*
- 6. iPad games while in class or during school hours.*
- 7. Use of external data disks or attachments without prior approval from the administration.*

8. *Changing iPad operating settings (excluding personal settings such as font size, brightness, etc).*
9. *Spamming/Sending bulk or inappropriate emails.*
10. *Gaining access to another student's accounts, apps, files, and/or data.*
11. *Use of the La Salle High School of Yakima's technology resources for financial or commercial gain as well as illegal activity, including credit card fraud and electronic forgery.*
12. *Use of anonymous and/or electronic false communications.*
13. *Dissemination of personal information to non-school approved organizations; including but not limited to: account set-up for social media sites, chat rooms, eBay, email, etc.*
14. *Vandalism of school equipment (any malicious attempt to harm or destroy hardware, software, or data) including but not limited to, uploading or creation of computer viruses, programs, or applications capable of affecting La Salle High School of Yakima's technology resources*
15. *Transmitting or accessing obscene, offensive, threatening or similar material intended to harass or demean.*
16. *Bypassing or attempting to bypass the internet filter on campus.*
17. *Any activity considered contrary to La Salle High School of Yakima's Parent/Student Handbook.*
18. *Using alternative wireless channels while on-campus.*
19. *Using the camera without explicit permission from your classroom teacher or moderatorcutino.*

6.5 iPad Care

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

1. *iPad batteries must be fully charged and ready for school each day.*
2. *iPad accessories furnished by La Salle High School of Yakima must be returned with normal wear and no alterations to avoid paying a replacement fee.*
3. *Malfunctioning or damaged iPads must be reported as soon as possible to the designated area. La Salle High School of Yakima is responsible for repair of malfunctioning iPads where there is no fault by the user. iPads damaged from misuse or neglect will be repaired with the family responsible for the full replacement cost of the iPad. (\$380)*
4. *Students are responsible for any and all damage to iPads and related hardware.*
5. *Stolen iPads must be reported immediately to the Dean of Students' Office and the local Police Department. Students must activate the iCloud "Find My iPad" feature to help track a stolen or missing iPad.*

6.6 Legal Propriety

Compliance with trademark, copyright laws, and all license agreements is mandatory; ignorance of the law is not immunity.

Academic dishonesty is a violation of the La Salle High School of Yakima's Student-Parent Handbook. 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 or illegal software is strictly prohibited and violators will be subject to La Salle High School of Yakima's disciplinary actions outlined in the Student-Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by La Salle High School of Yakima.

6.7 Student Discipline

In the case that there is improper use of the iPad (social media, games) during school, the student's iPad will be collected, all non-educational Apps will be removed and capability to add Apps to the device will be removed.

Any students who receive disciplinary action for technology misuse will lose App Store privileges until the next grading period or at the discretion of the Dean of Students.

Students may earn the right to gain back non-educational Apps with continued proper use of the iPad at school and based on academic eligibility. iPads will only be unlocked every 6 weeks when grades are due.

Additionally, if a student continues to violate any part of the above policy, La Salle High School of Yakima will follow the progressive discipline policy as stated in the Student-Parent Handbook. Violations can be minor or major in nature and result in a warning, detention, suspension or dismissal. La Salle High School of Yakima reserves the right to place restrictions on iPads when deemed necessary.

6.8 iPads Restrictions for Students on Academic Probation

Any student who is determined to be academically on probation or ineligible will lose access to the app store and have their iPads locked down. If they are removed from ineligibility or probation and have had no disciplinary actions related to technology, they will have app store privileges restored.

7. Protecting and Storing Your iPad

7.1 iPad Identification

Student iPads will be labeled in the manner specified by La Salle High School of Yakima. iPads are identified in the following ways. These markings and labels must not be covered or removed by students.

- 1. La Salle High School identification numbers*
- 2. Serial number*
- 3. MAC address*

7.2 Storing Your iPad

When not in use, iPads should be stored in a secure place. Students are encouraged to take their iPads home every day after school, regardless of need. iPads should not be stored in a student's vehicle at school or at home. Students participating in activity programs are to follow standard activity guidelines regarding securing iPads.

7.3 iPads Left in Unsupervised Areas

A primary responsibility for each student is to secure his or her iPad whether on or off campus. Under no circumstances should iPads be left in unsecured and/or unsupervised areas. If an iPad is found unsecured, it will be taken to the Dean of Students' Office. A student will be issued a referral for this type of occurrence.

7.4 Bluetooth

Bluetooth is essential for the monitoring of student iPads, the classroom distribution of course material and the proper functioning of many classroom Apps. Bluetooth must be set to ON during all school hours. No exceptions.

8. Repairing / Replacing Your iPad

8.1 iPad Protection Plan

The iPad is the property of La Salle High School of Yakima and has been purchased by La Salle. The school does provide coverage for software malfunctions of the iPad that are covered under warranty, but does not cover the iPad for physical damage that is not covered by the iPad Protection Plan.

iPads that are physically damaged must be returned to the La Salle High School for repair. When submitting a repair claim, an explanation of where and when the accidental damage occurred, with a detailed description of the actual event, must be provided. Parent signature is required.

Protection for physical damage as a result of **accidental** occurrences **only** will be purchased through La Salle High School of Yakima:

iPad Protection Plan I: this plan covers the iPad for the current school year against accidental physical damage to the iPad. This plan only covers accidental damage.* **This insurance plan cost is \$50 per year, including a \$50 deductible for the first claim and a \$75 deductible for a second claim, with a maximum of two claims per year. Beginning with the third claim, the family will be responsible for the actual cost of the repair up to and including the cost of purchasing a new iPad. (\$356)**

iPad Protection Plan II: If, in the prior school year, the iPad Protection Plan I was utilized, the following year, the student will be enrolled in the iPad Protection Plan II which covers the iPad for the current school year against accidental physical damage to the iPad. This plan only covers accidental damage.* **This insurance plan cost is \$75 per year, including a \$100 deductible for the first claim and a \$150 deductible for a second claim, with a maximum of two claims per year. Beginning with the third claim, the family will be responsible for the actual cost of the repair up to and including the cost of purchasing a new iPad. (\$380)**

*Protection does not cover lost or stolen iPads or any damage due to negligence. Negligent damage will be determined by an Apple retailer and tech expert contracted by La Salle High School.

8.2 Theft or Loss

La Salle High School of Yakima loans iPads to students for school use. The student is ultimately responsible for the iPad, and as such, is responsible for ensuring that the iPad is not lost or stolen. In the event that the iPad is lost or stolen, the family will be responsible for the full replacement cost of the iPad (which includes the cost of the iPad and the school issued case). (\$427)

iPads that are lost or stolen must be immediately reported to **La Salle High School of Yakima's Administration and the Dean of Students**. A police report may be required. Lost or stolen iPads are the responsibility of the family and will be charged appropriately. (\$427)

9. Cost of Repairs

9.1 General

Students will be held responsible for all damage to their iPad with exception to those items covered under the La Salle Protection Plan I or II. Should the cost to repair exceed the cost of purchasing a new iPad, the family will pay full replacement value (\$356). Lost items such as cables and accessories will be charged the actual replacement cost and are not covered by the insurance plan. Note: disciplinary action may result for any student whose iPad is damaged multiple times in any school year.

In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report must be filed by the family and a copy of the report must be provided to La Salle High School of Yakima. The family is responsible for the replacement cost of the iPad (\$356).

9.2 Intentional Damage

All families are responsible for full payment of the repair or replacement cost due to intentional damages to an iPad. La Salle High School of Yakima's Protection Plan I or II covered in 8.1 DOES NOT cover intentional damage. In the event of intentional damage, the entire amount of repair cost must be paid before the reissue of a replacement iPad to a student. Further, incidents of intentional damage are reported to the Dean of Students' and will result in disciplinary action. Students and/or their parents may not purchase their own iPad to replace a school issued iPad.

10. Returning Your iPad

Students will return their iPad at the end of the school year so the iPad can be checked for serviceability and updated for the subsequent school year. Students who transfer, withdraw, are suspended or expelled, or terminate enrollment at La Salle High School of Yakima for any reason must return their iPad 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 La Salle High School of Yakima, that student may be subject to criminal prosecution or civil liability. The family will also pay the replacement cost of the device. Failure to return an iPad will result in a theft report being filed with the police.

iPads must be returned in good, working condition. Jailbroken iPads, physically damaged iPads or iPads with no serial number would be examples of iPads not returned in good working condition. It is the sole discretion of La Salle High School of Yakima to make determinations on the iPad's condition.

Furthermore, families are responsible for any damage to the iPad or accessories, not covered in the iPad Protection Plan, and must return the device and any accessories to La Salle High School in satisfactory condition. Families will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad (\$380) and/or accessories not covered by the iPad Protection Plan.

APPENDIX A:

Student Use Pledge and iPad Manual Agreement of Terms

1. *I will take good care of my iPad, its case and accessories.*
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 fully charge my iPad's battery daily.*
6. *I will keep food and beverages away from my iPad since they may cause damage to the iPad.*
7. *I will not disassemble any part of my iPad or attempt any repairs.*
8. *I will protect my iPad by only carrying it in the La Salle High School of Yakima approved case.*
9. *I will use my iPad in ways that are appropriate to meet La Salle High School of Yakima expectations.*
10. *I will not place decorations (such as stickers, markers, etc.) directly on the iPad or its case. I will not deface the serial number on any iPad.*
11. *I understand that my iPad is subject to inspection at any time without notice and remains the property of La Salle High School of Yakima.*
12. *I will follow the acceptable use policies outlined in the Student Handbook.*
13. *I will file a police report in case of theft, vandalism, and other acts covered by insurance.*
14. *I will be responsible for all damage or loss caused by neglect or abuse.*

I agree to return the school-owned iPad, case and power cords in good working condition. I also agree to the stipulations set forth in the above documents including iPad policy, procedure, and information; the Acceptable Use Policy; iPad Protection Plan and the Student Use Pledge. La Salle High School of Yakima iPads and accessories must be returned to the Computer Lab at the end of each school year. Students who withdraw, or are suspended or dismissed must do this on the day enrollment is terminated.

I hereby release La Salle High School of Yakima, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my student's use of, or inability to use, the La Salle High School of Yakima computer network; including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my student regarding the rules of use of the information systems contained in this document and understand and agree that the agreements contained herein are incorporated into the contract under which my child is enrolled at La Salle High School of Yakima.

I understand that it is impossible for La Salle High School of Yakima to restrict access to all controversial materials, and I will not hold the school responsible for materials accessed on the network. I also agree to report any inappropriate use of the system of which I am aware to the school administration.

I accept full responsibility if and when my student's use of information technology is not in a school setting and understand that my student is subject to the same rules and agreements while not at school if using the La Salle High School of Yakima network or La Salle High School of Yakima's network access to the Internet.

Parental Permission

I have read and understand the information contained in this policy and agree to abide by all rules set forth in this agreement.

Please sign iPad User Agreement Form which was mailed home in the July Mailing or can be downloaded from the school website at: www.lasalleyakima.com.