

## **1:1 iPad Policies and Procedures St. Anthony Grade School**

St. Anthony Grade School is proud to offer our junior high students (grades 6-8) Apple iPad devices for use at school and at home. The 1:1 iPad program, which provides mobile computing and wireless technology to St. Anthony Grade School students, has been designed to enhance the delivery and individualization of instruction.

For students and parents/guardians, the following information is provided to help everyone understand the **expectations** and **responsibilities** of care and use related to receiving an iPad.

- Students will receive instruction from school staff on the proper use of the iPad.
- Students will be able to take the iPad home during the school year.
- Students are expected to treat the iPad as a valuable learning tool.
- Students must take all precautions to prevent theft. Do not leave the iPad unattended.
- Students must take precautions to prevent damage to the iPad. Do not leave the iPad where there is danger of coming in contact with moisture or excessive heat.
- All iPads are controlled with management software. Apps, textbooks, and other items will be installed through this software. Students will be able to request apps through the technology department that are applicable to their education and help with the comprehension and application of classroom information.
- Students are to use the iPad to access only socially and educationally appropriate materials and websites.
- Students are not allowed to purchase goods and services via the Internet. Parents and students are charged with full responsibility for any financial obligations incurred from the inappropriate use of the iPad.
- Students are to use the iPad in accordance with the St. Anthony Schools acceptable use policy in accordance with the procedures and information provided in this handbook.
- Students are expected to adhere to any additional requirements set forth by the classroom teacher.
- iPads are the property of St. Anthony School and must be returned at the end of the academic year, upon withdrawal from St. Anthony Grade School, or at the request of a teacher or administrator. Willful failure to return the iPad in accordance with the stated conditions could result in criminal prosecution.
- Since the iPads are the property of St. Anthony Grade School, officials of the school have the right to review all material stored on or accessed by any iPad. There should be no expectation of retaining any private information on the iPad. School officials may revoke a student's iPad use privileges for misuse or violation of policies. Students and parents understand this can affect academic success and eligibility.

The 1:1 iPad initiative, which has been adopted by St. Anthony Grade School, will enhance learning for our students using 21st century skills. Learning results from continuous dynamic interaction among students, educators, parents, and the extended community. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

## Table of Contents

1. Receiving Your iPad & iPad Check-in . . . . .	3
1.1 Receiving Your iPad . . . . .	3
1.2 iPad Check-In . . . . .	3
1.3 Check-In Fines . . . . .	3
2. Taking Care of Your iPad . . . . .	3
2.1 General Precautions . . . . .	3
2.2 Carrying iPads . . . . .	4
2.3 Screen Care . . . . .	4
3. Using Your iPad at School . . . . .	4
3.1 iPads Left at Home . . . . .	4
3.2 iPad Undergoing Repair . . . . .	4
3.3 Charging Your iPad's Battery . . . . .	5
3.4 Screensavers and Backgrounds . . . . .	5
3.5 Sound, Music, Games, or Programs . . . . .	5
3.6 Printing . . . . .	5
3.7 Home Internet Access . . . . .	5
3.8 Using the iPad Camera . . . . .	5
4. Managing Your Files and Saving Your Work . . . . .	5
4.1 Saving Your Work . . . . .	5
4.2 Network Connectivity . . . . .	6
5. Software on iPads . . . . .	6
5.1 Originally Installed Software . . . . .	6
5.2 Additional Software/Apps . . . . .	6
5.3 Inspection . . . . .	6
5.4 Procedure for Re-loading Software . . . . .	6
6. Acceptable Use . . . . .	6
6.1 Parent/Guardian Responsibilities . . . . .	7
6.2 School Responsibilities . . . . .	7
6.3 Student Responsibilities . . . . .	7
6.4 Student Activities Strictly Prohibited . . . . .	8
6.5 iPad Care . . . . .	8
6.6 Legal Propriety . . . . .	8
6.7 Student Discipline . . . . .	8
7. Protecting & Storing Your iPad . . . . .	8
7.1 iPad Identification . . . . .	8
7.2 Storing Your iPad . . . . .	8
7.3 iPads Left in Unsupervised Areas . . . . .	9
8. Repairing or Replacing Your iPad . . . . .	9
8.1 School Fees for Damage and Replacement . . . . .	9
8.2 Claims . . . . .	9
8.3 Optional Insurance . . . . .	9
9. Student Pledge for iPad Use . . . . .	10

## **1. Receiving your iPad & Check-In**

### **1.1 Receiving your iPad**

iPads will be distributed each year by the homeroom teacher and/or technology administrators. Parents and students must attend a yearly orientation. Before receiving the iPad, students and parents must sign and return the following document to the homeroom teacher:

- Student Pledge for iPad Use

### **1.2 iPad Check-In**

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

### **1.3 Check-In Fines**

Individual school iPads and accessories must be returned to St. Anthony Grade School at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at St. Anthony Grade School for any other reason must return their iPad on the date of termination. If a student fails to return the iPad at the time requested, that student will be subject to criminal prosecution or civil liability. Failure to return the iPad could result in a theft report being filed with the authorities.

The student will be responsible for any damage to the iPad and must return the iPad and accessories in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad. The following fees will be applicable and ordered by the St. Anthony Schools technology department:

- Lost iPad- \$379 + \$40 for case
- Broken iPad- Cost of repair by certified technician
- Case- \$40
- Lost USB Power Adapter- \$19
- Lost Lightning to USB Cable- \$19

\*For more detailed information, including optional insurance, please refer to section 8.

## **2. 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 office immediately for an evaluation of the equipment.

### **2.1 General Precautions**

- The iPad is school property and all users will follow this policy and the acceptable use policy for technology.

- Only use a clean, soft cloth to clean the screen, no cleansers of any type. DO NOT put liquid directly onto the screen to clean. Put on the clean cloth first.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPad and case must remain free of any writing, drawing, stickers, or labels that are not the property of St. Anthony Grade School.
- iPads must never be left unattended or unsupervised.
- Students are responsible for keeping their iPad's battery charged for school each day.
- Students must keep their iPad in the issued protective case, provided by the school, at all times.

## 2.2 Carrying iPads

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

- iPads must always be within the protective case.
- Limit the number of items carried within a backpack with the iPad to limit the amount of pressure applied to the iPad screen. When in doubt, carry it by itself.
- Avoid bumping the iPad against any surface.

## 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.

- Do not lean on top of the iPad at any time.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in your backpack that will press against the screen.
- Clean the screen with a soft, dry cloth. Use of harsh chemicals will damage the screen. Do not spray anything directly onto the screen.
- 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. Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher. The iPad is the property of St. Anthony Grade School. Therefore, school staff and administration have the right to check any material stored on a student's iPad at any time.

### 3.1 iPads Left at Home

If students leave their iPad at home, they are responsible for getting the class work completed as if they had their iPad present. If a student repeatedly (three or more times, or as determined by a teacher) leaves their iPad at home, they will be required to "check out" their iPad from the office for a determined amount of time.

### 3.2 iPad Undergoing Repair

Loaner iPads may be issued to students when they leave their iPads for repair in the

office. 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. Only charge your iPad with the provided charger. DO NOT connect the iPad to a computer to charge. Use a wall outlet to do so.

### 3.4 Screensavers and Backgrounds

- Inappropriate media may not be used as a lock screen or wallpaper.
- Passcodes are not to be used.

### 3.5 Sound, Music, Games, or Programs

- Sound must be muted unless permission is obtained from the teacher for instructional purposes.
- Music will not be allowed on the iPad.
- Students should provide their own headphones if necessary.
- Internet games are not allowed on the iPads.
- All software/apps provided by St. Anthony Grade School, must remain on the iPad. Data storage will be through apps on the iPad and email.

### 3.6 Printing

Printing will not be available from the iPad. If students need to print anything from their iPad, they will need to email the document to themselves or their teachers to print from the email.

### 3.7 Home Internet Access

Students are allowed and encouraged to set up wireless networks on the iPads. This will assist them with using the iPads while at home. However, **the iPad does not have a filter for the Internet outside of the St. Anthony Schools network. Please take the necessary precautions for Internet safety with your student!**

### 3.8 Using the iPad Camera

The iPad comes equipped with both camera and video capabilities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. **iPad cameras may never be used in a locker room or restroom per state statute.**

## 4. Managing your Files & Saving Your Work

### 4.1 Saving Your Work

It is recommended that students email links of projects to themselves for storage. In relation to documents, it is recommended students use the Google Apps for Education (Drive, Docs, Sheets, etc.) as provided by the school for storage. Storage space will be available on the iPad- but it will NOT be backed up in case the iPad needs to be

restored to factory settings. 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. Anthony Grade School makes no guarantee that the 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 and apps originally installed by St. Anthony Grade School 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 class. Periodic checks of iPads will be made to ensure that students have not removed required apps.

#### 5.2 Additional Software/Apps

Students are not allowed to load extra software/apps on their iPads. St. Anthony Grade School will supervise the iPads through device management software so they contain the necessary apps for school work. Students will not be allowed to synchronize iPads or add apps to their assigned iPad to include personal accounts.

#### 5.3 Inspection

Students may be selected at random to provide their iPad for inspection. Students should know these inspections may include an inspection of all material on the iPad, including but not limited to search history, documents, photos, videos, settings, etc.

#### 5.4 Procedure for Reloading Software

If technical difficulties occur or non-St. Anthony Grade School installed apps are discovered, the iPad will be restored from backup to its original state. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and re-image.

### 6. Acceptable Use

The use of St. Anthony Grade School's technology resources is a privilege, not a right. The privilege of using the technology resources provided is not transferable or extendible by students to people or groups outside SAGS and terminates when a student is no longer enrolled in St. Anthony Grade 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 terms and conditions named in this policy, privileges may be terminated, access to the school technology resources may be denied, and the appropriate disciplinary action shall be applied. The St. Anthony Schools acceptable use policy as well as the student handbook shall be applied to student infractions.

Violations may result in disciplinary actions for students deemed appropriate for the situation by administration.

#### 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 (at school)

- School will provide Internet and email access to its students.
- School will provide Internet filtering of inappropriate materials as able.
- School will provide training on how to appropriately use the iPad.
- School will provide staff guidance to aid students.

#### 6.3 Student Responsibilities

- Students will use iPads and school computers in a responsible and ethical manner.
- Students will obey general school rules concerning behavior and communication that apply to iPad and computer use.
- Students will use all technology resources in an appropriate manner so as not to damage school equipment.
- Students will help St. Anthony Grade School protect its computer network and devices by contacting an administrator about any security problems they may encounter.
- Students will monitor 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.
- Students will return their iPad to the office at the end of each school year. Students who transfer to another school must return their iPad on the date of transfer.

#### 6.4 Student Activities Strictly Prohibited

- Illegal installation or transmission of copyright materials.
- Any action that violates existing acceptable use policies or public law.
- Use of the iPad camera (both photo and video) without consent of subject(s) is strictly prohibited.
- iPad use is not allowed in bathrooms and locker rooms, per state statute.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, or obscene materials. This includes transmission or accessing materials that are intended to harass or demean others.
- Messaging services.
- Internet/computer games not approved for classroom work.
- Use of external attachments to enhance the iPad without prior approval from administration.
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, and volume).

- Spamming- sending mass or inappropriate messages or emails.
- Gaining access to another student's accounts, files, and/or data.
- Students are not allowed to give out personal information, for any reason, over the Internet.
- Bypassing the St. Anthony Grade School device management system or the network filtering system is strictly prohibited.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or other data) of school equipment will not be allowed.

#### 6.5 iPad Care

Students will be held responsible for maintaining their individual iPad and keeping them in good working order. Students will be responsible for damages to their iPads.

- iPad batteries must be charged and ready for school each day.
- Only labels or stickers applied by St. Anthony Grade School may be applied to the iPad. No drawing, coloring, or otherwise defacing the iPad and/or the case will be tolerated.
- iPad cases furnished by the school must be returned with all parts and with only normal wear to avoid paying for a replacement case.
- iPads that malfunction or are damaged must be reported to the office immediately. See section 8.1 regarding repair and replacement fees.
- iPads that are lost or stolen must be reported immediately to the office.

#### 6.6 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 viewed as a form of cheating and is a violation of the St. Anthony Grade School Student 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, etc.

#### 6.7 Student Discipline

If a student violates any part of the above policy, he or she will be subject to consequences from administration. Since we cannot cover all situations or incidents, the acceptable use section is dynamic and the school reserves the right to change it as the need arises.

### **7. Protecting & Storing Your iPad**

#### 7.1 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 numbers and MAC address.
- St. Anthony Grade School label.
- iPad name.

#### 7.2 Storing Your iPad



When students are not using their iPads, they should be stored in their cubby or kept with the student. Nothing should be placed on top of the iPad when stored in student cubbies. Students are encouraged to take their iPads home every day after school to be charged, regardless of whether or not they are needed for homework. If a student needs a secure place to store their iPad, they may ask their homeroom teacher to place in a locked cabinet.

**DO NOT leave your iPad in a place that is experiencing extreme hot or cold conditions. Extreme heat will damage the unit itself and extreme cold will cause severe screen damage.**

### 7.3 iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds, hallways, lunchroom, library, gym, computer lab, locker rooms, unlocked classrooms, busses, and vehicles.. Any iPad left in these areas or other unsupervised areas is in danger of being stolen or damaged. If an iPad is found in an unsupervised area, it will be taken to the office. Violations may result in loss of iPad privileges and/or other privileges.

## 8. Repairing or Replacing your iPad Computer

Students will be responsible for damages to their iPads including, but not limited to, broken screens, cracked/broken cases, inoperability, etc. Depending on the damage and whether or not the damage was accidental or due to a malfunction of maintenance issue, St. Anthony Grade School will determine the cost of repairs. In the case of intentional damage and/or neglect, the student will pay the full repair or replacement cost of the device.

### 8.1 School Fees for Damage and Replacement

- Lost iPad- \$379 + \$40 for case
- Broken iPad- Cost of repair by certified technician
- Case- \$40
- Lost USB Power Adapter- \$19
- Lost Lightning to USB Cable- \$19

### 8.2 Claims

All repair, damage, and loss of iPad claims must be reported with the office and a claims form filled out for device history purposes.

### 8.3 Optional Insurance

Optional insurance may be purchased for damage, theft, or loss through Student Insurance Partners. Please visit <http://www.worthavegroup.com/product/ipad-insurance/> for more information. Coverage must be chosen for the iPad 4-16GB. If additional coverage is purchased for your child's school-owned device, the school must be notified, and damage claims must be submitted to the school office for our records. The iPad case is not covered with the additional insurance and may need to be replaced at the cost of \$40.

St. Anthony Grade School  
Student Pledge for iPad Use

- I will use my iPad in ways that are appropriate, meet St. Anthony Grade School expectations, and are educational.
- I will use appropriate language when using emails, journals, wikis, blogs, or other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in activity that is harmful to other persons.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of St. Anthony Grade School.
- I will follow the policies outlined in the iPad Handbook and the acceptable use policy while at school, as well as outside the school day.
- I will take good care of my iPad.
- I will never leave my iPad unattended.
- I will never loan out my iPad to other individuals.
- I will know where my iPad is at all times.
- I will charge my iPad's battery daily and arrive at school with my device charged.
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- I will not use the iPad camera to take and/or distribute inappropriate or unethical material.
- I understand I must gain permission before taking photos and video of others.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will not remove my iPad from the case provided by SAGS.
- I will not place decorations such as stickers, markers, etc. on my iPad or the provided case.
- I will report any issues, damages, misplacement, or theft to administration right away.
- I will be responsible for all damages or loss caused by neglect or abuse.
- I agree to return the iPad, case, and power cords in good working condition.

**I agree to the stipulations set forth in the above documents including the *1:1 Policies and Procedures* and the *Student Pledge for iPad Use*.**

Student Name (please print first and last name): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (please print first and last name): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**This form must be signed and returned to the homeroom teacher before iPad is issued.**