



# Quincy Notre Dame High School iPad Policy, Procedures and Information 2015-2016



## **QND High School iPad Program**

The focus of the iPad program at QND High School is to provide tools and resources to the 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 twenty-first century students is the iPad. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

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. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all iPads used at, and/or issued by, QND High School, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

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## **1. RECEIVING YOUR iPad**

### **1.1 Freshman Orientation**

iPads will be distributed each fall during "Freshman Orientation." Parents and students must sign and return the Student Pledge document before the iPad can be issued to that student. At the beginning of each upcoming school year, students will receive the iPad entrusted to them during their first year at QND.

### **1.2 iPad Check-in**

iPads will be returned to QND during the final week of school so they can be checked for serviceability. All iPads are to be returned to QND in the following conditions:

- Fully charged
- Backed up to iCloud within the past 2 days
- Lock screen password disabled
- Cover/case removed

If there is any damage to the iPad when it is checked in, a deductible fee must be submitted at that time.

### **1.3 Check-in Fines**

Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at QND for any other reason must return their individual school iPads 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 QND, that student could 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 could result in a theft report, non-issuance of a report card, or inability to send transcripts.

Furthermore, the student will be held accountable for any damage to the iPad, consistent with the school's iPad Protection plan. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

## **2. TAKING CARE OF YOUR iPad**

Students are responsible for the general care of the iPad issued to them by the school. iPads that are cracked, broken or fail to work properly must be taken to the IT Director for an evaluation of the equipment.

### **2.1 General Precautions**

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

- The iPad must be in a protective case/cover at all times.
- 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 must remain free of any writing, drawing, stickers, or labels that are not the property of QND 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.
- If students use "skins" to "personalize" their iPads they must not take off any QND labels.

### **2.2 Carrying iPads**

Students are responsible for protecting the iPad in their care. The protective case provides the iPads with sufficient padding to protect the iPad from normal treatment and provides a suitable means for carrying the device within the school. The guidelines below should be followed:

- iPads should always be within the protective case when carried.
- Do not place heavy items, such as textbooks, on top of your iPad.
- Take care when placing or removing your iPad from your locker and/or school bag.
- 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.

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

### **3. USING YOUR iPad**

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 iPads to all classes, unless specifically instructed not to do so by the teacher.

#### **3.1 iPads Left at Home**

If a student leaves his or her iPad at home, the student is responsible for getting the course work completed as assigned by each teacher. If a student repeatedly (3 or more times as determined by any staff member) leaves their iPad at home, additional consequences may be incurred. If necessary, the student may be referred to the QND Dean of Students.

#### **3.2 iPad Undergoing Repair**

Loaner iPads may be issued to students when their iPads have been sent off campus for repair. There may be a delay in getting an iPad should the school not have enough to loan. Teachers will be notified in these instances.

#### **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 (minimum of 3 days-not consecutively) of this policy will result in students being required to "check out" their iPad from the IT Department for 1 week. Second offense will result in a detention or other appropriate consequence.

#### **3.4 Screensavers/Background Photos**

- Inappropriate media may not be used as a screensaver, wallpaper or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary action.
- Passwords are to be used and kept private.

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

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the iPad and can be used at the discretion of each teacher.
- Games are not prohibited on the student iPads. If game apps are installed, students are responsible for appropriate use during leisure time.
- All software/Apps must be district provided. Data Storage will be through apps on the iPad and email to a server location.
- VPN apps are strictly prohibited. They interfere with important functions and settings on the iPad.

#### **3.6 Printing**

Printing will be available with the iPad. Students should talk to their teachers about which printer to print to. Students will be given information and instruction on printing with the iPad at school.

#### **3.7 Home Internet Access**

Students are allowed to set up wireless networks on their iPads. This will assist them with iPad use when off campus. Printing at home will require a airprint printer, proper settings on the iPad and the correct app.

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

#### **4.1 Saving to the iPad/Home Directory**

It is recommended that students do weekly iCloud back-ups (school related apps and data take priority), or use your settings to have your iPad go through the back-up process every time it is plugged in to be recharged\*. 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.

\*It is good practice to check this process in Settings to ensure that backup has taken place.

#### **4.2 Network Connectivity**

QND 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, QND will not be responsible for lost or missing data.

## **5. SOFTWARE ON IPADS**

### **5.1 Originally Installed Software**

The software/Apps originally installed by QND 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. In some instances, 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 allowed to load extra apps on their iPads (school related apps take priority). QND has the right to remove any apps that are deemed inappropriate or those that interfere with learning. QND will synchronize the iPads so that they contain the necessary apps for school work.

### **5.3 Inspection**

Working with IT personnel, QND teachers and/or administration may select students at random to provide their iPad for inspection. If problems are found, disciplinary measures may follow.

### **5.4 'Wiping' the iPad**

If technical difficulties occur or if prohibited software/apps are discovered on a student's iPad, the iPad will be restored from the last backup, or may be re-formatted to its original state. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

### **5.5 Software upgrades**

Upgrade versions of licensed software/apps are available from time to time. Students are responsible for keeping their iPads updated and current to ensure that apps run smoothly. Students may be required to check in their iPads for periodic updates and Syncing. Do not install a new iOS (operating system) without QND approval.

## **6. ACCEPTABLE USE**

The use of the QND High School's technology resources is a privilege, not a right. The privilege of using the technology resources provided by QND is not transferable or extendible by students to people or groups outside of QND and terminates when a student is no longer enrolled in QND 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 User Terms and Conditions named in this policy, privileges may be restricted, access to the High School technology resources may be denied, and the appropriate disciplinary action shall be applied. QND High School's Student Code of Conduct shall be applied to student infractions. **Violations may result in disciplinary action up to and including suspension/expulsion of students.**

### **6.1 Parent/Guardian Responsibilities**

Instruct your child in ethical and moral judgment when using technology, in particular, social media, just as you do on the use of all media information sources such as television, telephones, movies, and radio. Be prepared to check their devices and confront questionable activities, messages, apps and images.

### **6.2 School Responsibilities**

- Provide Internet and Email access to its students.
- Provide educational apps and software to ensure optimal learning in the classroom.
- Provide Internet filtering, blocking inappropriate and/or dangerous materials as able.
- Provide network data storage areas. These will be treated similar to school lockers. QND High School reserves the right to review, monitor, and restrict information stored on or transmitted via QND High School owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

### **6.3 Student Digital Citizenship Responsibilities**

- Using all technological devices and resources available through these devices in a responsible and ethical manner.
- Obeying 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 technical equipment.
- Helping QND protect our technology systems/devices by contacting an administrator about any security problems they may encounter.

- Monitoring all activity on their account(s). It is inadvisable to loan your iPad to another student, however, should that occur, the 'owner' of the iPad is responsible for any and all activity that may have resulted from such an action.
- Students should always turn off and secure their iPad after they are done working to protect their work and information.
- If a student should receive email, messages or images containing inappropriate or abusive language, or if the subject matter is questionable, he/she is asked to print a copy and turn it in to the principal. NEVER forward such information to another student or to another device.
- Students are responsible for reporting any and all damage to the IT Director.
- iPads that are stolen must be reported immediately to the IT Director.

#### **6.4 Student Activities Strictly Prohibited**

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing school, church, board policy or public law
- Sending, forwarding, posting, accessing, uploading, downloading, or distributing ANY 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, Snap Chat, etc.
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger
- VPN (Virtual Private Networks) Apps or any other methods of bypassing web filters
- 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.)
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of the school's internet/E-mail accounts for financial or commercial gain, purchases or for any illegal activity
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, EBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of viruses or programs that can infiltrate computer and/or network systems and/or damage software components) of iPads will not be allowed
- Handling another student's iPad is not recommended, even with permission. It is strictly prohibited to
  - hide it or remove it from the owner
  - attempt to guess the passcode
  - take pictures or videos with another student's iPad
  - add apps or any other software

#### **6.5 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 QND Code of Conduct. Refer to appropriate sources to cite work used, whether written or digital. Use of or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the District.
- Do not remove the QND identification label on the back of the iPad. Student iPads are labeled so that each iPad can be identified and/or located by the recorded serial number and QND Label.

### **7. PROTECTING & STORAGE**

#### **7.1 Storing Your iPad**

When students are not using their iPads while at school, they should be stored in their lockers. QND recommends a locked locker for iPad safety and storage purposes. Nothing should be placed on top of the iPad, when stored in the locker. Students are to take their iPads home every day after school, regardless of whether or not they are needed; they should be recharged at home every night. iPads should never be left in a vehicle, at school or at home.

#### **7.2 iPads Left in Unsupervised Areas**

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas may include the campus grounds and athletic areas, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the IT Department or the office. A student may be charged a fee to retrieve their iPad that has been turned in to the IT Department or the office due to not being properly stored.

## **8. IPAD 'LOANERS'**

Should a student's iPad require repair or servicing, QND will provide the student a "loaner" iPad until the repaired iPad in the student's name is returned to the school from the repair company. Students are solely responsible for ensuring that the loaner iPad, once returned, is in the same condition as when it was "loaned".

## **9. REPAIRING OR REPLACING YOUR IPAD AND COST OF REPAIRS**

Students will be held responsible for ALL damage to their iPads including, but not limited to: broken or cracked screens, damage to the frame, switches or buttons and operation and/or function failures. Every iPad comes with a charger/cable. If lost, it is the student's responsibility to replace it.

**9.1. REPORTING THEFT OR VANDALISM:** 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 student or parent for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

**9.2. INTENTIONAL DAMAGE:** Students/Parents are responsible for full payment of intentional damages to iPads. Warranty, Accidental Damage Protection, or High School iPad Protection DOES NOT cover intentional damage of the iPads.