

QND High School iPad Policy, Procedures, and Information

QND High School iPad Program

The focus of the iPad program at QND High School is to provide tools and resources to the 21st 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. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all iPads used at 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 & iPad CHECK-IN

1.1 Receiving Your iPad

iPads will be distributed each fall during “iPad Orientation.” Parents & students must sign and return the Student Pledge document before the iPad can be issued to their child. They will receive the same iPad each time. An iPad Protection Plan outlines options for families to protect their iPad investment. Please review the iPad Protection Plan information under Topic 10.

1.2 iPad Check-in

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

1.3 Check-in Fines

Individual school iPads and accessories must be returned to the QND IT Department at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at QND for any other reason must return their individual school 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 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 responsible for any damage to the iPad, consistent with the school’s iPad Protection plan and must return the iPad and accessories to the QND IT Department in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

2. TAKING CARE OF 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 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.

- 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

The protective cases provided with iPads have 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 should always be within the protective case when carried.
- 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

3. 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 computer. Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

3.1 iPads Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. If a student repeatedly (3 or more times as determined by any staff member) leaves their iPad at home, they will be required to “check out” their iPad from the IT Department for 1 week. 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 they leave their iPads for repair. There may be a delay in getting an iPad should the school not have enough to loan. Teachers will need to be flexible in this area.

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.

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. Power strips will be utilized if necessary.

3.4 Screensavers/Background Photos

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

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 the teacher
- Internet Games are not allowed on the iPads. If game apps are installed, it will be with QND staff.
- All software/Apps must be district provided. Data Storage will be through apps on the iPad and email to a server location.

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 while at home. Printing at home will require a wireless printer, proper settings on the iPad and the correct app.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the iPad/iCloud

It is recommended students do weekly iCloud back-ups (school related apps and data take priority). 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

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. The licenses for this software require that the software be deleted from iPads at the completion of the course. Periodic checks of iPads will be made to ensure that students have not removed required apps.

5.2 Inspection

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

5.3 Procedure for re-loading software

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

5.4 Software upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates and Syncing.

6. ACCEPTABLE USE

The use of the 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 for students.**

6.1 Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

6.2 School Responsibilities

- Provide Internet and Email access to its students.
- Provide Internet Blocking of inappropriate 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 Responsibilities

- Using computers/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 school equipment.
- This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students own negligence, errors or omissions. Use of any information obtained via QND High School's designated Internet System is at your own risk. QND specifically denies any responsibility for the accuracy or quality of information obtained through these services.
- Helping QND protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Students should always turn off and secure their iPad after they are done working to protect their work and information.
- If a student should receive email 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.
- Returning their iPad to the IT Department at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at QND for any other reason must return their individual school iPad computer on the date of termination.

6.4 Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling term papers, book reports, and other forms of student work
- Messaging services-EX
- Internet/Computer Games
- Use of outside data disks or external attachments without prior approval from the administration

- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc)
- 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 or for any illegal activity
- Use of anonymous and/or false communications
- 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 computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the QND web filter through a web proxy

6.5 iPad Care

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

- iPad batteries must be charged and ready for school each day.
- Only labels or stickers approved by the QND may be applied to the computer.
- iPad sleeves furnished by the High School must be returned with only normal wear and no alterations to avoid paying a sleeve replacement fee.
- iPads that malfunction or are damaged must be reported to the library. The High School will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally.
- iPad damage: Students are responsible for any and all damage.
- iPads that are stolen must be reported immediately to the IT Director.

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 a violation of the QND Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to QND Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

6.7 Student Discipline

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps:

- 1st Offense – Student(s) will check-in/check-out their iPads from the IT Department daily for one (1) week.
- 2nd offense – Will result in a detention.
- 3rd offense –Restricted iPad privileges for a length of time determined by the administration and the IT personnel.

7. PROTECTING & STORING YOUR IPAD COMPUTER

7.1 iPad Identification

Student iPads will be labeled in the manner specified by the school. iPads can be identified by the record of serial number and QND Label.

7.2 Storing Your iPad

When students are not using their iPads, 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 encouraged to take their iPads home every day after school, regardless of whether or not they are needed. iPads should not be stored in a student's vehicle at school or at home.

7.3 iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, 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 will be charged \$10.00 to retrieve their iPad that has been turned into the IT Department or the office due to not being supervised.

8. IPAD LOANERS

QND will provide the student a “loaner” iPad until the repaired iPad in the student’s name is returned to the school for the repair company. Students are solely responsible for ensuring that the iPad, once returned, is in the same physical shape and condition as when it was “loaned”.

9. REPAIRING OR REPLACING YOUR IPAD COMPUTER AND COST OF REPAIRS

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 sleeves and cables will be charged the actual replacement cost.

10. QND HIGH SCHOOL IPAD PROTECTION PLAN

QND High School recognizes that with the implementation of the iPad initiative there is a need to protect the investment by both the school and the Student/Parent. The following outlines the various areas of protection: warranty, accidental damage protection and insurance.

The High School Protection is available for students and parents to cover iPad repair in the event of accidental damage. The protection cost is \$50 annually. Parents will need to pay the Technology fee before your student is allowed to receive an iPad.

Quincy Notre Dame High School has contracted with the Worth Ave. Group out of Stillwater, Oklahoma for insurance coverage. Insurance coverage on the iPads is mandatory. Information on the coverage periods, total amount of coverage, and deductibles are located on the QND website under the Technology tab.

ADDITIONAL INFORMATION: 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.

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.