

**Saint John XXIII School**  
**In-School Use Only iPad Policy, Procedures,**  
**And Information**  
**2020-2021**

**Saint John XXIII School iPad Program**

The focus of the iPad program at Saint John XXIII 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 computer. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for high school and college.

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 Saint John XXIII, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

## **1. RECEIVING YOUR iPad & iPad CHECK-IN**

### **1.1 Receiving Your iPad**

iPads will be distributed each fall during an in class “iPad Orientation.” Parents & students must sign and return the iPad Participation Agreement and Student Pledge documents before the iPad can be issued to their child.

### **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 Saint John XXIII during the school year, the iPad will be returned at that time.

## **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 iPad 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 Saint John XXIII Acceptable Use Policy for technology.
- Only use a clean, soft cloth to clean the screen or screen cover, 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 Saint John XXIII.

- iPads must never be left unattended by the student (ex. lockers, cars, or any unsupervised area).
- Students may not use “skins” to “personalize” their iPads.
- Students should not fidget with the case stand as it can easily be broken

## 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.
- The iPad should not be removed from the protective case except by the school’s IT Director.
- Care should be taken to not place the iPad in a full backpack and when placed in a backpack, care should be made not to throw the backpack.
- The iPad should not be removed from the protective case except by the school’s IT Director.
- Do not store or transport the iPad in a backpack with a water bottle.

## 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.
- 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 desks, walls, 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.

### 3.1 Screensavers/Background photos

- A standard screen saver or background will be preset on the iPad and may not be changed by the student.
- Passwords are not to be used.

### 3.2 Photos

Photo/Image storage on the iPad will be for school projects only. Storage of personal photos or downloaded images is not allowed.

### 3.3 Sound, Music, Games, or Programs

- Students may not download music from iTunes or any other music sharing site.
- Music is only allowed on the iPad if provided by the teacher for educational use.
- Music is not to be streamed from music sites at school.

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Personal headphones may be used when directed by the teacher.
- Internet games are not allowed on the iPads.
- All software/Apps must be School provided.

### **3.4 Printing**

Printing will not be available with the iPad. Students should save any material that may need to be printed to their Google Drive to be opened on a classroom PC.

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

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

Students may save work to the home directory on the iPad. It is recommended students use Google Drive or e-mail documents to themselves for storage. Storage space will be available on the iPad—BUT it will NOT be backed up in case of re-imaging. 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**

Saint John XXIII makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data.

## **5. SOFTWARE ON IPADS**

### **5.1 Originally Installed Software**

Saint John XXIII will synchronize the iPads to contain the necessary Apps for school work. Students will not synchronize iPads or add Apps through a home iTunes accounts. The software/Apps originally installed by Saint John XXIII must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add or modify software applications for use in a particular course. Periodic checks of iPads will be made to ensure that students have not removed required Apps and/or installed non-Saint John XXIII approved Apps.

### **5.2 Additional Software**

Students are not allowed to load extra software/Apps on their iPads.

### **5.3 Inspection**

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, non Saint John XXIII 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.

### **5.5 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 Synching.

## **6. ACCEPTABLE USE**

The use of Saint John XXIII's technology resources is a privilege, not a right. The privilege of using the technology resources provided by Saint John XXIII is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in Saint John XXIII. 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 terminated, access to the school technology resources may be denied, and the appropriate disciplinary action shall be applied. The Saint John XXIII Student Code of Conduct shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.

### **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 are to:**

- Provide Internet and Email access to its students.
- Provide Internet Blocking of inappropriate materials as able.
- Provide data storage through Google Drive. These will be treated similar to school lockers. Saint John XXIII school reserves the right to review, monitor, and restrict information stored on or transmitted via Saint John XXIII 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 Students are Responsibilities for:**

- 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, misdeliveries or service interruptions caused by the students own negligence, errors or omissions. Use of any information obtained via Saint John XXIII's designated Internet System is at your own risk. Saint John XXIII specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping Saint John XXIII 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 office.

- Returning their iPad at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Saint John XXIII for any other reason must return their individual school iPad computer on the date of termination.

#### **6.4 Students Use of Google Apps for Education:**

- Saint John XXII utilizes Google Apps for Education for students, teachers, and staff. The following services are available to each student and hosted by Google as part of Saint John's online presence in Google Apps for Education: Docs (a word processing, spreadsheet, drawing, and presentation toolset similar to MS Office), Calendar, Site (an individual and collaborative website creation tool, and Mail (an INTERNAL email account for school use managed, monitored, and filtered by Saint John XXIII Catholic School).
- Using these tools, students collaboratively create, edit, and share files and websites for school related projects and communicate via e-mail with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer.
- Google Apps for Education use in Saint John XXIII is governed by federal laws and local board policies including:
  - 1. FERPA – to protect the privacy of student education records and giving parents the right to review student records. Under FERPA and corresponding Arizona law, a student's education records are protected from disclosure to third parties.
  - 2. COPPA – the Children's Online Privacy Protection Act, which applies to commercial companies and limits their ability to collect personal information from children under 13. By defaults, advertising is turned off for Saint John XXIII's presence in Google Apps for Education. No personal student information is collected by Google for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes. Student information that is "collected" by Google is described as: projects, documents, email, files, username and password.
- By signing this policy, you, as parent or legal guardian, are giving permission for your child to be assigned a full Saint John XXIII Google Apps for Education account. This means that your child will receive an email account, access to Google Doc, Calendar, and Sites.

#### **6.5 Student Activities Strictly Prohibited:**

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing school 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: MSN Messenger, ICQ, AIM, IMO, etc.
- 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.)
- Downloading apps – specifically, but not limited to, any App that results in the “Jailbreak” of your iPad
- 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 such as MSN Messenger, Yahoo Messenger, email, etc.
- 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 Saint John XXIII web filter in any way
- Students are not allowed to use another student’s iPad

## 6.6 iPad Care

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

- Only labels or stickers approved by Saint John XXIII may be applied to the computer.
- iPad covers furnished by the 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 Technology Director. The 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 as per the Participation Agreement. 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 caused to the iPad while they are using them during the school day**
- iPads that are stolen on campus must be reported immediately to the Office

## 6.7 Legal Propriety

Students must 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 Saint John XXIII 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 the stated policies in the Saint John XXIII Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action.

The Student is solely responsible for the proper use of the iPad, and will indemnify and hold harmless the School, the Diocese and each their directors, board members, officers, employees, affiliates, successors and assigns from and against any and all actions, claims, losses, damages, liabilities, costs and expenses incurred by reason of, arising out of or relating to the Student's use of the iPad.

This policy will be subject to review and change by school administration.

### **6.8 Student Discipline**

If a student violates any part of the above policy, he/she will be subject to disciplinary actions up to mandated withdrawal or expulsion.

### **6.9 Internet Policy**

#### Internet Policy

Use of the school's computer network system and Internet access through it is a privilege, not a right. Inappropriate use will result in termination of those privileges, and future access and use may be denied. Inappropriate use is any use prohibited by the terms of this Policy or use determined by the school's system administrators to be inappropriate under particular facts and circumstances.

The use of the school's system must be educational and consistent with the educational objectives of the school. The system may only be used for educational and development activities. All Internet use must comply with United States and state law and regulation, including copyright laws.

#### Rules for Internet Etiquette (Netiquette)

Remember that all network users are human beings. Don't "attack" correspondents; persuade them with facts. Use only edifying words. "Let your speech be always with grace, seasoned with salt, that ye may know how ye ought to answer every man." I Thessalonians 4:6

#### Prohibited Internet Activities

The Internet may not be used for any purpose that conflicts with the goals or the Internet Policy of Saint John XXIII Catholic School for illegal or unethical purposes.

You must not:

- A. Use the system without signing the Internet User Agreement.
- B. Send or receive messages that are likely to be obscene, pornographic, racist, sexist, illegal, unethical or inappropriate in language for the school environment. Always keep Colossians 3:8 in mind. "Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things." The School reserves the right to decide whether any message violates this prohibition.
- C. Send a message with someone else's name as author or send a message that is inconsistent with the school's code of conduct or practices. "Thou shall not bear false witness against thy neighbor" Exodus 20:16
- D. Send any material in violation of federal or state law regulation. This includes non-exclusively copyrighted material, threatening or obscene material, or material protected

by trade secret. “Let every soul be subject unto the higher powers. For there is no power but of God: the powers that be are ordained of God.” Romans 13:1 Impair or damage the school’s system operations or disrupt the use of the system by another user.

E. Share your individual account and or password.

#### Penalty for Inappropriate Use

Inappropriate use may result in your losing access to the Internet and may also be subject to disciplinary action.

## **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, but not limited to the following ways:

Record of serial number

Saint John XXIII Label

### **7.2 Storing Your iPad**

When students are not using their iPads, they should be stored in their supervised classroom.

Nothing should be placed on top of the iPad, when stored.

### **7.3 iPads Left in Unsupervised Areas**

Under no circumstances should iPads be left in unsupervised areas. iPads should never leave the classroom unless students are directed by a teacher to bring it with them for a classroom change.

## **8. REPAIRING OR REPLACING YOUR IPAD COMPUTER**

Students will be held responsible for ALL intentional damage to their iPads while it is in their possession including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as cases and cables will be charged the actual replacement cost.





**iPad Participation Agreement**  
**2020-2021 School Year**  
*(Please Sign Both Sides)*

iPads will be integrated into the curriculum for Kinder-4<sup>th</sup> grade classrooms during the 2020-2021 school year. Students who utilize these iPads will be required to adhere to the Saint John XXIII iPad Participation Agreement.

**Damage:** In the event that the assigned iPad is damaged by the while on the school premises and in the student's possession, you will be charged a repair fee for the repair/replacement cost of the iPad. The damaged iPad must be turned in to the Technology Director in order to begin the repair/replacement proceedings.

**Intentional Damage:** Intentional or negligent misuse and/or damage of iPads is not covered under this participation agreement and parents will be responsible for the full replacement cost of your iPad. This includes damage caused by operating the product outside the permitted or intended educational purpose of the class curriculum.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Teacher/Grade level

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

*For office use only*

<p><b><u>Check out:</u></b> Date: _____ Serial #: _____ Model: _____ Comments: _____ Initials: _____</p> <p><b><u>Check in:</u></b> Date: _____ Serial #: _____ Model: _____ Comments: _____ Initials: _____</p>
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**Student Pledge for iPad Use  
2020-2021 School Year  
(Please Sign Both Sides)**

1. I will take good care of my iPad.
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 keep food and beverages away from my iPad since they may cause damage to the device.
6. I will not disassemble any part of my iPad or attempt any repairs.
7. I will protect my iPad by only carrying it while in the case provided.
8. I will use my iPad in ways that are appropriate, meet Saint John XXIII expectations and are educational.
9. I will not place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the serial number iPad sticker on any iPad.
10. I understand that my iPad is subject to inspection at any time without notice and remains the property of Saint John XXIII School.
11. I will follow the policies outlined in the iPad Handbook and the Use of Technology Resources Policy while at school.
12. I will be responsible for all damage or loss caused by neglect or abuse.
13. I agree to return the iPad, case and power cords in good working condition.
14. I will respect and not touch other students' iPads.

**I agree to the stipulations set forth in the above documents including the iPad Policy, Procedures, and Information; the Acceptable Use Policy; iPad Protection Plan and the Student Pledge for iPad Use.**

Student Name (Please Print): \_\_\_\_\_

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

Parent Name (Please Print): \_\_\_\_\_

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

**Individual school iPad computers and accessories must be returned to the IT Director at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Saint John XXIII for any other reason must return their individual school iPad computer on the date of termination.**