

**Saint John XXIII School
K-4 Temporary Take-Home
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.

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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 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 when in-person school resumes 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.

1.3 Check-in Fines

Individual school iPads and accessories must be returned when in-person school resumes. 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, USB Block and USB cord on the date of termination.

If a student or parent fails to return the iPad when in-person schooling resumes or upon termination of enrollment at St. John XXIII, that student or parent will be subject to criminal prosecution or civil liability. The student or parent will also pay the replacement cost of the iPad, USB Block and USB cord. Failure to return the iPad will result in a theft report being filed with the local Police Department.

Furthermore, the student or parent will be responsible for any damage to the iPad, case, USB Block or USB cord, consistent with the school’s iPad Protection plan and must return the computer and accessories in satisfactory condition. The student or parent 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 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).
- iPads must never be left in lockers.
- Students are responsible for keeping their iPad's battery charged for school each day.
- Students may not use "skins" to "personalize" their iPads.
- Students should not fidget with the case stand as they 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.
- 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 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. This agreement allows K-4th grade students to bring their iPads home to work remotely until they can return to in-person class.

3.1 iPads at Home

If students use their iPad at home, they are responsible for getting the course work completed as if they were present for class. When in-person class resumes, the iPad must be brought back to school, with all accessories, so that it can be used during the school day in the classroom setting.

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.

3.3 Charging Your iPad's Battery

iPads must be brought back to school with a **fully charged** battery. Students need to charge their iPads each evening. This may take up to 5 hours to fully charge the iPad.

3.4 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 to lock iPad.

3.5 Photos

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

3.6 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.

3.7 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.

3.8 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/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 or log off the school iTunes account.

Downloading an app without permission, using a VPN or bypassing the iPad protection is a safety risk to student's well-being. Consequences on the severity will be determined by the administration.

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. Backups of necessary schoolwork and files should be maintained on provided cloud storage.

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 Syncing. The students should NOT update any software or apps including the IOS without permission from the iPad Director.

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.
- Parents are responsible for setting appropriate filtering on their home network and knowing what other networks your student has access to at home.

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 take a snapshot or print a copy and turn it in to the office.

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. Additionally, you are giving permission for the school to setup an account for your student on our Learning Management System or LMS (ex. Schoology). As a legal guardian, you will have access to this account with your own log-in.

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 or participating in cyberbullying of other students or adults.
- 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
- Leaving an app during tests and quizzes with the intent to cheat.
- 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.

- iPad batteries must be charged and ready for school each day.
- 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 (or the full replacement value) that are damaged.
- **iPad damage: Students are responsible for any and all damage and the cost of replacement.**
- iPads that are stolen must be reported immediately to the Office and the Police Department and once a police report is filed and issued, the student must pay the full value for the replacement iPad.
- Lost iPads are the student's responsibility and students are responsible for the full replacement value of a lost iPad.

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.

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 a safe location. Nothing should be placed on top of the iPad, when stored. iPads should not be stored in a vehicle at school or at home.

7.3 iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be locked down remotely.

8. REPAIRING OR REPLACING YOUR IPAD COMPUTER

8.1 School Participation Agreement

The School Participation Agreement is mandated for students and parents, through the school's participation fee, to cover cases, applications, and iPad replacement in the event of theft, loss, or accidental damage.

8.2 Personal Home or Homeowners Coverage

Students or parents may wish to carry their own personal insurance to protect the iPad in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the iPad computer. The school should be notified in writing through the IT Director if you choose to do this on your own as additional protection.

8.3 Theft or Vandalism Claims

All claims must be reported to the school office. In the event of theft or vandalism students or parents must file a police or fire report and bring a copy of the report to the IT office before an iPad can be repaired or replaced by the School.

9. 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 cases and cables will be charged the actual replacement cost.



**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 charge my iPad's battery daily.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any repairs.
8. I will protect my iPad by only carrying it while in the case provided.
9. I will use my iPad in ways that are appropriate, meet Saint John XXIII expectations and are educational.
10. 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.
11. I understand that my iPad is subject to inspection at any time without notice and remains the property of Saint John XXIII School.
12. I will follow the policies outlined in the iPad Handbook and the Use of Technology Resources Policy while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other causes for loss.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the iPad, case and power cords in good working condition.
16. 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 and charging device on the date of termination.