



# Central Catholic iPad Program 2019-2020 Policy, Procedures, and Information Guide

## **PART 1: GENERAL INFORMATION**

The policies, procedures, and information within this document apply to all Central Catholic-issued iPads. These policies and procedures are intended to minimize potential disruptions and safeguard the iPads. Non-compliance will interfere with the learning environment and the success of the program, and therefore may result in disciplinary action. Individual teachers may set additional policies for their classes.

### **iPad Distribution**

iPads will be distributed during an iPad orientation session before the start of the school year. The Central Catholic Parent and Student Agreement for iPad Use must be signed by a parent/guardian and the student prior to orientation.

### **Transfer of Ownership**

Students who withdraw, are expelled, or terminate enrollment at Central Catholic for any reason must return their school-issued iPad, case, and charger on or before the date of termination. Upon graduation from Central Catholic, ownership of the iPad will be transferred to the graduate.

### **Keeping the iPad during the Summer**

A student in good standing may keep his iPad during the summer. Upon request, Central Catholic will store the iPad during the summer.

## **PART 2: CARE OF THE IPAD**

Each student is responsible for the care of the iPad issued by Central Catholic. iPads that are broken or fail to work properly must be taken to the Library no later than the next school day.

### **General Precautions**

- 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 Central Catholic.
- iPads must never be left in an unlocked locker, unlocked car or in any unsupervised area.

- Students are encouraged to take their iPad home every day after school, even if it is not needed for assignments.
- Students are responsible for keeping their iPad's battery charged for school each day.

### **iPad Protective Case**

The protective case provided with the school-issued iPad has sufficient padding to protect the iPad from damage under normal use and provides a suitable means for carrying the device.

- The iPad should always be in its school-issued protective case. The cost of repair of an iPad that is damaged while out of its case will be borne by the student/family.
- The iPad should be placed in a locker, backpack or other carrier in a way that avoids too much pressure and weight on the iPad screen.
- The student is encouraged to affix to his case appropriate stickers that easily identify his iPad. The student may not put any mark on or affix anything to the iPad itself.

### **Screen Care**

The iPad screens can be damaged if subjected to rough treatment. They are particularly sensitive to excessive pressure.

- Clean the screen with a soft, dry cloth or an anti-static cloth.
- 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 might press against the cover.
- Do not bump the iPad against lockers, walls, car doors, floors, etc., as this will eventually break the screen.

## **PART 3: IPAD USE 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 on the iPad. Students should bring their iPad to all classes unless specifically instructed by their teacher not to do so.

### **iPads Left at Home**

If a student leaves his iPad at home, he is still responsible for completing the coursework. Central Catholic cannot lend an iPad to a student who has not brought his to school.

### **iPads Undergoing Repair**

iPads will be loaned to students who bring theirs to the Library for repair.

### **Charging the iPad Battery**

Among the reasons why Central Catholic chose the iPad is its long battery life. Students

should charge their iPads nightly. They may also take one or more of the following measures:

- Keep a charger at school, in a locked locker or backpack. The iPad should not be left unattended while it is charging.
- Use the charging station in the Library. The student gives his iPad to the librarian, who will charge it. In this instance, the student may leave his iPad unattended while it is being charged.
- Purchase an external battery pack/charger.

### **Screen Savers/Background photos**

Inappropriate media may not be used as a screensaver or background photo.

### **Sound and Music**

Sound must be muted at all times, unless a teacher directs otherwise for instructional purposes. Students are encouraged to use headphones or ear buds when directed to listen to something in the classroom. Students are not permitted to use headphones or ear buds in the hallways. Music is allowed on the iPad and can be used at the discretion of the teacher.

### **Printing**

Printing from the iPad is available in the Library and BRC. Students will be given information on printing from the iPad.

### **Home Internet Access**

Students are permitted to set up wireless networks on their iPads. Printing at home requires a specific make/model printer, proper settings on the iPad, and the correct app.

## **PART 4: MANAGING FILES AND SAVING WORK**

### **Backing Up and Syncing**

Students may save work directly on the iPad. Storage space is available on the iPad, but documents are NOT automatically backed up. The student is responsible for backing up iPad data to iCloud, Dropbox, OneDrive, etc. to ensure that work is not lost due to mechanical failure or accidental deletion.

### **Network Connectivity**

Central Catholic cannot guarantee that the network will be up and running 100% of the time. If the network is down, Central Catholic will not be responsible for lost or missing data.

## **PART 5: SOFTWARE AND APPS**

### **Originally Installed Software**

The software/apps provided by Central Catholic must remain on the iPad in usable condition and accessible at all times. Occasionally the school may add apps for use in a particular course.

### **Additional Software**

Students are permitted to load additional software apps on their iPads. If the iPad runs out of storage, the student must remove non-academic apps and/or files to free up space.

### **Inspection**

Students will be selected at random to present their iPad for inspection.

### **Software Upgrades**

Updated versions of licensed software/apps are available periodically. Students are required to install the updates.

## **PART 6: ACCEPTABLE USE**

### **Parent/Guardian Responsibilities**

Talk to your son(s) about the moral standards that apply to his use of the Internet, just as they apply to his use of all media information sources, e.g., television, telephone, movies, and radio.

### **School Responsibilities**

- Provide Internet and email access to students.
- Provide all possible web filtering of inappropriate materials.
- Provide network data storage. Central Catholic reserves the right to review, monitor, and restrict information stored on or transmitted via Central Catholic-owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students and to monitor student compliance with the acceptable use policy.

### **Student Responsibilities**

- Use computers/devices in a responsible and ethical manner.
- Obey school regulations concerning behavior and communication that apply to network use according to the Student/Parent Handbook, Central Catholic iPad Program Policy, Procedures, and Information Guide, and Central Catholic Parent and Student Agreement for iPad Use.

- Use all technology resources in an appropriate manner to avoid damaging school equipment. “Damage” includes, but is not limited to: the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the student’s negligence, error, or omission.
- Help to protect the computer system/devices by promptly contacting an administrator about any security problem.
- Monitor all activity on student account(s).
- Report an email/communication containing inappropriate or abusive language or questionable subject matter to the Assistant Principal for Student Affairs.
- Observe all technology policies and expectations when using school-issued iPads off-campus (after school, during weekends, holidays, etc.).

### **Student Discipline**

- The discipline procedure in the Central Catholic Student/Parent Handbook addresses serious offenses, such as stealing and destruction of school or personal property, which apply to the iPad. For these and other offenses, iPads may be temporarily confiscated, students may lose their iPad and/or network privileges, or may be subject to detention, suspension or, in extreme cases, expulsion.
- All school-issued iPads are monitored by a device management system called AirWatch. This software will regularly check each device for prohibited software, such as games, social media, and streaming video apps. The use of VPNs, proxy servers, pirated apps, unauthorized app stores, or other software designed to circumvent iPad policies or web filtering is strictly prohibited.
- Students who violate technology policies are subject to disciplinary consequences as detailed in the Central Catholic Student/Parent Handbook.

## **PART 7: IPAD PROTECTION AND STORAGE**

### **iPad Identification**

Student iPads will be labeled in a manner specified by Central Catholic. Students are not permitted to remove these labels. iPads can be identified by:

- Unique serial number
- Central Catholic student label

### **iPad Storage**

- When not in use, the iPad should be stored in the student’s LOCKED locker. Nothing should be placed on top of the iPad. The iPad should never be stored in an unlocked vehicle, and it should be stored out of sight in a locked vehicle.
- Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include, but are not limited to: the school campus, the dining hall, computer lab, 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 Library.

### **iPad Storage During Sports and Co-Curricular Activities**

Each student is responsible for safely storing his iPad during extracurricular and co-curricular activities. Coaches and moderators will assist the student in securing his iPad or other valuables. It is the student's responsibility to let the coach know if he cannot secure his iPad or other valuables. Under no circumstances should iPads be left in unsupervised areas.

### **iPad Tracking**

Students must keep Location Services and the Find My iPad settings on in order to assist in tracking their iPad in case it is lost.

## **PART 8: LOSS OR DAMAGE**

### **iPad Loss**

- Students are expected to check all classrooms/offices and contact teachers before reporting a lost iPad.
- Several attempts will be made to locate a lost iPad using Find My iPad. The IT office will also assist in locating the device.
- If a lost iPad cannot be located, the student/family must pay the cost of replacement (approximately \$300) before a new device is provided.

### **iPad Damage**

- Central Catholic will arrange for repairs to a school-issued iPad. Students are responsible for a deductible of \$50 (\$100 for iPad Air 2). A damaged iPad must be taken to the Library no later than the next school day. After repairs are complete, the student must submit a check made payable to "Central Catholic High School."
- If Central Catholic administration determines that intentional damage was done to an iPad, or if the iPad was out of its school-issued case, the student/family is responsible for the full cost of the repairs.
- Do not attempt to repair the iPad or take it elsewhere for repair.
- If an iPad sustains damages so significant that it cannot be repaired, the student/family will be responsible for half the cost of replacement (approximately \$150).
- If the protective case needs to be replaced, the cost will be borne by the student/family.
- Additional or replacement chargers are available in the school bookstore.

### **iPad Theft**

- In cases of theft, vandalism, and other criminal acts that occur outside the purview of Central Catholic, a police report MUST be filed by the student or parent in order for

Central Catholic to replace the iPad. A copy of the police/fire report must be provided to the office of the Assistant Principal for Student Affairs.

- The student/family will be responsible for half the cost of replacement (approximately \$150). For any subsequent replacement, the student/family will be responsible for the full cost.