

St. Odilia School Policy and Information Manual

5152 St. Odilia iPad Program

1.0 Policy Statement

- 1.1 The purpose of the St. Odilia iPad Program is to provide individual access to the technology tools and resources that can support student **learning** in their 21st-century education.
- 1.2 Increased access to technology provides opportunities for today's learners, and the iPad is a cost-effective way of getting individual learners connected to technology.
- 1.3 The St. Odilia iPad Program expands the use of technology to an individual student level and builds on St. Odilia School's current model of "shared" technology in the computer lab, classroom and library.
- 1.4 The St. Odilia iPad Program will enable students to have access to the same technology **resources** both in the classroom and outside of the classroom.
- 1.5 Student learning is enhanced with this supplemental study, **productive, and organizational** tool, and it allows each student to extend the classroom lesson at his/her own pace.
- 1.6 The St. Odilia iPad Program will enable "anywhere", "anytime" learning for students in support of St. Odilia School's mission to enable students to achieve their full potential and to become life-long learners.
- 1.7 Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies.
- 1.8 Although parents will be assessed an annual Technology Fee for individual student use of an iPad, the iPad will be the sole property of St. Odilia School.
- 1.9 St. Odilia iPad Program is for educational purposes only.
- 1.10 Additional procedures may also be developed by classroom teachers.

2.0 Definitions

- 2.1 Intentionally Left Blank.

3.0 Procedure

3.1 RECEIVING AND RETURNING IPADS

3.1.1 Students and Parents/Guardians must sign and/or provide the following before receiving an iPad:

(1) St. Odilia School Student Pledge for iPad Use.

(2) Parent/Guardian Policy for iPad Use.

3.1.2 iPads will be distributed to students after they have been initially configured by St. Odilia Staff.

3.1.3 iPads will be tracked by serial number and should not be given to or traded with other students, friends, or family members.

3.1.4 All iPads, cases, chargers, and any school-provided accessories must be returned at the end of the school year to be updated, serviced, and stored safely for the summer.

3.1.5 iPads will be re-issued at the start of each school year and students may not necessarily receive the same iPad.

3.1.6 Students who withdraw, are suspended or expelled, or terminate enrollment at St. Odilia School for any other reason must return their iPad, case, and all accessories provided by St. Odilia School.

3.1.7 The student is responsible for the cost of a replacement iPad and all missing accessories if s/he fails to return an iPad at the end of the school year, or upon termination of enrollment at St. Odilia School.

3.1.8 The iPad and accessories must be returned in satisfactory condition. Any necessary repairs will be charged to the parents/guardians in accordance with 3.3 "Damage and Repairs".

3.1.9 Upon completing 4 years of the St. Odilia 1-to-1 iPad Program, each individual student will be given the iPad and school-issued accessories she or he has been using. Students and families may do what they wish with the iPads, but St. Odilia School would welcome the donation of any of those iPads that students and families do not want.

3.1.10 Students who transfer-in and spend 3 years in the 1-to-1 Program will be afforded the opportunity to buy the iPad and school-issued accessories she or he has been using for \$150. Student who spend 2 years in the program would pay \$300 to purchase the iPad and case she or he has been using.

3.2 TAKING CARE OF IPADS

3.2.1 General Precautions

(1) Students are responsible for the care and protection of their iPad.

- (2) Students will not tamper with inventory tracking information such as serial numbers and/or inventory tags that may be placed on an iPad.
- (3) iPads must be secured at all times. They should remain in the hands of the student or in a safe, locked environment. Any iPad found unattended will be confiscated, and the appropriate disciplinary actions will be taken.
- (4) iPads should NOT be taken, during school hours, to the gym (unless required by St. Odilia Staff), cafeteria, or recess.
- (5) Students are responsible for keeping the iPad's battery charged to at least 75 percent capacity at the start of each school day.

3.2.2 Transporting iPads / Care of Cases

- (1) The protective case provided with the iPad has sufficient padding to protect the iPad from normal use and will provide a suitable means for carrying the device.
- (2) Students must keep the iPad in a school approved case at all times.
- (3) iPads and cases must remain free of any writing, drawing, stickers, or labels.
- (4) Papers and materials should not be placed in the case with the iPad or stacked on top of the iPad.
- (5) The iPad should be handled in a way that does not place extra pressure on the screen.

3.2.3 Screen Care

- (1) The iPad screens can be damaged if subjected to rough treatment (e.g. bumping the iPad against lockers, walls, car doors, or other objects). The screens are particularly sensitive to damage from excessive pressure on the screen.
- (2) Do not lean on the top of the iPad or place any objects, papers and/or materials on top of the iPad.
- (3) The screen should be cleaned regularly with a soft, dry, anti-static cloth. NO CLEANSERS or LIQUIDS of any type should be used.

3.3 DAMAGE AND REPAIRS

- 3.3.1 Students will be held responsible for maintaining their individual iPads and keeping them in good working order.
- 3.3.2 Immediately report iPads that malfunction, are damaged, or lost. All iPad repairs must be handled through St. Odilia School.
- 3.3.3 Accidental damage to an iPad will require a \$99 fee for the first instance. Full replacement cost will be required for each subsequent instance.

3.3.4 iPad cases furnished by the school must be returned with only normal wear to avoid paying a case replacement fee. Any alterations may result in the need to assess a case replacement fee.

3.3.5 Immediately report iPads that have been stolen or lost to St. Odilia Staff.

3.4 IPAD CONFIGURATION AND CONTENT

3.4.1 All student iPads will be configured by St. Odilia Staff. St. Odilia Staff has the authority to modify applications and configurations settings as needed.

St. Odilia School will acquire all necessary applications.

3.4.2 Students are not allowed to change any of the iPad's configuration settings, including but not limited to adding a personal Apple ID.

3.4.3 Content to be pre-loaded on the iPad may include, but is not limited to:

(1) Applications – St. Odilia Staff will evaluate and recommend applications for the iPad. Applications will be purchased by St. Odilia School and will be wirelessly installed synced to the iPad. Some applications may require an Internet connection to be fully functional.

(2) Books – St. Odilia Staff will add ebooks and etextbooks when available and appropriate.

(3) Web Access – The Safari / Chrome browser will be used to access websites. Web access while connected to the school network will route through the school's Internet safety filters (see section 3.5 of Policy No. 5150 "Acceptable Technology and Internet Use").

(a) Students are allowed to join other wireless networks/hotspots on their iPads outside of school with the expectation that they are doing schoolwork. Internet access, downloads, photos/videos, web filtering, etc. off school grounds is the responsibility of the parents/guardians.

(b) In the school's effort to keep students safe online and to allow the school to accurately see how a student is using her or his iPad, all of the following will be considered major policy violations:

- Attempting to use a browser other than those pre-loaded by St. Odilia Staff to access web-based content.
- Enabling private browsing within Safari, or other similar features in other browsers.
- Deleting or altering the student's browser history in Safari, unless authorized by the Technology Coordinator or the Principal.
- Deleting, altering, or resetting any log or record on the iPad that documents how the student has used the device, what websites the student has visited, what apps the student has used, etc, unless authorized by the Technology Coordinator or the Principal.

(4) School-Created Content – St. Odilia Staff may create additional content to be loaded onto the iPad such as, but not limited to, worksheets, study guides, podcasts, and videos.

(5) Assessment Tools – St. Odilia Staff can evaluate and load applications that assess student learning such as interactive student response systems.

- (6) Special Education Applications – Assistive Technologies will be evaluated to support specialized learning requirements. These applications are loaded onto student iPads based on need as directed by the Student Service Coordinator and/or the Mounds View Special Education teacher/Assessment Team.

3.5 USING IPADS AT SCHOOL

- 3.5.1 iPads are intended for individual use by students at school.
- 3.5.2 Students will not be allowed to call home to have the iPad brought to school.
- 3.5.3 Students who do not follow the guidelines of this policy will be subject to disciplinary action at the discretion of the Principal.
- 3.5.4 Students will follow the Policy No. 5150 “Acceptable Technology and Internet Use”.
- 3.5.5 Students must produce the iPad for St. Odilia Staff inspection upon request at any time.
- 3.5.6 Sound must be muted at all times unless permission is obtained from the teacher.

3.6 SCREENSAVERS AND BACKGROUND IMAGES

- 3.6.1 Any image or media on student iPads must reflect the mission and values of St. Odilia School. Any image or media deemed inappropriate by St. Odilia School may not be used and must be removed immediately if on an iPad.

3.7 SECURITY AND PRIVACY

3.7.1 Students are expected to

- (1) Use only the iPad assigned to them individually. Students should not use another student’s, or teacher’s, assigned iPad, subscriptions, log-ins, files, or personal information.
- (2) Have a school-issued passcode on their iPad. If the student needs to change it during the year, the new code must be approved by and shared with Technology Coordinator.
- (3) Keep their personal login information such as passwords and lock codes private, nor should they log in to any device as another person.
- (4) Prevent their personal information, such as name, address, photos, or other identifying information from becoming public online.
- (5) Surrender their iPad immediately, after unlocking the passcode, if a St. Odilia School staff person asks to review its contents, images, apps, or other data on the iPad. Parents are encouraged to have a similar policy at home.
- (6) Keep all profiles installed by St. Odilia School on the iPad.

3.8 APPS/DOWNLOADS/MUSIC/GAMES

- 3.8.1 All student iPads have apps installed on them required by St. Odilia School. Other apps may be pushed out during the school year. Only those apps are allowed on student iPads. The use of any specific app, as well as listening to music and Internet browsing, during school is prohibited unless the classroom teacher or personnel supervising a designated area or event specifically authorizes it.
- 3.8.2 St. Odilia students are NOT allowed to download any apps not approved by the school. Students will have opportunities to suggest apps and to request specific apps if there is educational merit to them. The determination of which apps will be added to an iPad rests with the Technology Coordinator, in consultation with any other members of the staff who are impacted by the decision.
- 3.8.3 If unacceptable items are found on an iPad, the device will be restored to its original content/image.
- 3.8.4 The discovery of a student playing games on an iPad will be considered a minor infraction, but repeatedly attempting to play games on the iPad will result in more significant consequences. The level of infraction for having inappropriate content on an iPad will be determined on a case by case basis and will depend on the extent to which the content is inappropriate.

3.9 CAMERA AND MICROPHONES

3.9.1 Policy Compliance

- (1) There are appropriate academic uses for video and audio recording with the iPad. All electronic recordings created with the device must comply with St. Odilia School policies, State and Federal laws, and must reflect the mission and values of St. Odilia School.
- (2) St. Odilia School policy prohibits the use of electronic recording devices in a manner that compromises the privacy interests of other individuals (See St. Odilia School's Harassment Policy).
- (3) St. Odilia School policy also prohibits harassment and bullying (See St. Odilia School's Harassment Policy as well as its *Acceptable Use Policy*) in all forms. Use of the iPad in a manner that violates St. Odilia School policy will result in disciplinary consequences and may result in revocation of the device.
- (4) Users of the iPad should be aware that State and Federal laws in many instances prohibit secret or surreptitious recording undertaken without the knowledge and consent of the person or persons being recorded. Violations of State and Federal recording laws may be reported to the proper authorities and may result in criminal prosecution.

3.9.2 Classroom Use

- (1) Use of the iPad and any other devices with audio and video recording capabilities for instructional use is at the discretion of the teacher, and a student must obtain prior approval to use the device for such purposes.
- (2) Users must obtain prior permission from a subject before **any** electronic recording or image (for example, a classroom project filmed in a hallway). Any electronic recordings obtained with the recording device at any time are for instructional/educational purposes and individual use.

- (3) Electronic recordings obtained with the iPad may not be shared, published or re-broadcast for any reason by the student without permission of the instructor and the involved parties (including the parents of St. Odilia students). This includes, but is not limited to, Facebook, YouTube, Instagram, Twitter, any other social media site, or any image and video sharing service.

3.9.3 Locker Rooms

- (1) The Minnesota law mandates that all audio and video equipment be powered off while in school locker rooms or bathrooms. St. Odilia School complies with this mandate.

3.10 VIOLATIONS AND CONSEQUENCES

3.10.1 Every situation involving a violation of this 1-to-1 iPad Agreement, or St. Odilia School's *Acceptable Use Policy*, will be evaluated based on its specific circumstances. This section of the 1-to-1 iPad Agreement is intended to provide a sense of minor and major violations and the consequences that could possibly result for those violations. The items below are merely examples and are not intended to be an exhaustive list.

3.10.2 Minor Violations

- (1) The following are potential examples of minor iPad policy violations. Actions identified as violations will not be limited to this list.
 - a. Failing to bring a charged iPad to school
 - b. Failing to bring an iPad to school
 - c. Attempting to play, or playing, an unauthorized game
 - d. Using an iPad for non-academic purposes
 - e. Using social media services without adult permission, whether through an app or browser
 - f. Taking another person's photo without her or his permission and the permission of an adult
 - g. Failing to unlock and/or to turn over an iPad when requested by a school official
 - h. Removing an iPad from its case
 - i. Leaving an iPad unattended
 - j. Eating food or drinking a beverage while using an iPad, or using an iPad during lunch
 - k. Browsing the web, or using the wrong app, during a class
 - l. Attempting to stream video during the school day without permission from a school official
 - m. Attempting to update the iPad's operating system without permission
 - n. Minor negligence — using an iPad as a writing surface, mishandling an iPad, attempting to shove an iPad into an overly full backpack, etc.

3.10.3 Possible Consequences for Minor Violations

(1) Depending on the circumstances of a minor violation, one, or more, of the following may be used as a consequence, or consequences. This list provides examples but is not exhaustive:

- a. An after-school detention
- b. Instructional time, or community service activities, overseen by the Technology Coordinator
- c. Loss of credit for an assignment or activity
- d. Meeting with parent, Principal, and Technology Coordinator
- e. Research into the impact of the student's actions
- f. Payment for damages
- g. Specific limitations and/or restrictions placed on the student and the student's iPad
- h. Loss of certain school privileges or activities

3.10.4 Major Violations

(1) The following are potential examples of major iPad policy violations. Actions identified as major violations will not be limited to this list.

- a. Any minor violations that happen repeatedly will be treated as major violations
- b. Attempting to access, or using, another person's iPad, accounts, devices, email, etc
- c. Posting a picture publicly without that individual's permission and permission from a school official
- d. Creating an account using another person's name and identity through an online service, social media site, or photo and video sharing site
- e. Intentionally damaging an iPad and/or its case, whether the student's own iPad or that of another person.
- f. Jailbreaking, or attempting to jailbreak, an iPad, as well as trying to remove profiles or restrictions placed on an iPad by St. Odilia School
- g. Accessing inappropriate and/or offensive apps, content, websites, or other material, as well as using offensive language or sending inappropriate material using a school email address
- h. Taking any photo or video in a bathroom or locker room
- i. Any actions identified as cyberbullying or harassment
- j. Using an iPad for any illegal action, including downloading music or content that violates copyright
- k. Downloading inappropriate apps, music, images, content, videos, etc. onto an iPad
- l. Disseminating personal information online
- m. Gross negligence — throwing an iPad, using an iPad as a tray/coaster for food or a beverage, abusing a bag/backpack containing an iPad, swinging an iPad through the air, using the iPad to hit people or surfaces, etc.

3.10.5 Possible Consequences for Major Violations

(1) Depending on the circumstances of a major violation, one, or more, of the following may be used as a consequence, or consequences. This list provides examples, but is not exhaustive:

- a. All of the consequences listed for minor violations can, and will, be used for major violations
- b. Significant restrictions and limitations placed on the student and iPad — being locked into a single app, having to go to the Technology Coordinator each morning to have certain restrictions enforced, having certain apps removed, etc.

- c. Refresher course with sessions before or after school to ensure student understands proper iPad use
- d. Specific learning contract generated in a meeting with parent, Principal, Technology Coordinator, or teacher
- e. Involvement of legal authorities
- f. Loss of iPad use for a specific period of time
- g. Suspension, or expulsion, from school

(2) St. Odilia School reserves the right to modify, or to add new policies to, this 1-to-1 iPad Program Agreement as it is deemed necessary. Please have both the student and the parent/guardian sign below. All parents/guardians are strongly urged to discuss the Middle School 1-to-1 iPad Program Agreement with their students.

St. Odilia School
1-to-1 iPad Agreement 2018-2019
Acceptance of Agreement

I, _____ (student name), acknowledge that I have read this Middle School 1-to-1 iPad Program Agreement and fully intend to honor it.

Student signature

Date

I, _____ (parent/guardian name), acknowledge that I have read this Middle School 1-to-1 iPad Program Agreement and have discussed it with my daughter or son. I can attest to her or his intent to honor this policy.

Parent or Guardian signature

Date