

2020-2021 Books/Materials/iPad Usage Policy

INTRODUCTION

Students will be provided with text books and other materials on loan from the school. These are to be used only in the school. Students are expected to take care of these books and materials. Damaged, destroyed or lost book and/or materials will be charged to the student's family. The student will not have access to the books and/or materials until payment has been made.

The focus of the St. Peter Claver's Catholic School 1:1 iPad Program is to provide students with the tools and resources to compete and excel in an increasingly technologically competitive landscape through a fully integrated use of technology by both the students and teachers in Kindergarten through Middle School. Increasing students' access to technology is essential in preparing students to maximize their potential high school, college and workplace preparation. St. Peter Claver's focus is to enhance the learning and culture of the school, while providing a safe environment for students to engage and enhance their religious and educational studies.

As the primary educator of their children, parents are encouraged to talk to their children about the values and standards that children should follow when using the iPad and applications that access the internet such as e-mail and web browsing.

The 1:1 iPad Program will enable students to have access to technology in all core classes. Student learning is enhanced with this essential study tool, and it allows each student to extend the classroom lesson at his/her own pace.

Students' iPad will be distributed at the school. The school will install predetermined applications (Apps). Parent are required to review this document, as well as sign the accompanying agreement to protect the hardware and software inherent with this technology. Students will be required to do the same for a separate document relating to iPad usage.

GENERAL INFORMATION

The procedures and information within this document apply to all school students' iPad use at St. Peter Claver Catholic School. Teachers may set additional requirements for use in their classroom.

SECURING YOUR IPAD

All iPads are equipped with a protective case. Students must have the school required headphones for use at all times. Headphones that are damaged or lost may be replaced for a fee through the school office.

CHECK OUT YOUR IPAD

By signing the 2018-2019 Books/Materials/iPad Usage Policy acknowledgement form, student acknowledge and agree to these policies. iPads will be distributed the homeroom teacher at the start of each school day. Students should inform teachers immediately of any problems.

CHECKING IN YOUR IPAD

Students will be responsible to cover the cost of any damage to the protective case and/or the iPad. Students may not remove the iPad from SPC grounds unless specifically instructed otherwise. Students should immediately report any damage to the homeroom teacher.

CARE OF THE IPAD

The iPad is the property of the school and during the school year and all users will follow the St. Peter Claver Catholic School Electronic Media, Devices and Systems Acceptable Use Agreement. Students are responsible for the general care of the iPad. iPads that are broken or fail to work properly must be reported to a teacher immediately.

GENERAL PRECAUTIONS

- ❖ Only use a clean, soft cloth to clean the screen.
- ❖ Cords and cables must be inserted carefully into the iPad to prevent damage.
- ❖ iPads must never be left in an unsupervised area.
- ❖ Do not add stickers or any items that would alter or destroy the protective case.

CARRY AND TRANSPORTING IPADS

Students must keep their iPads in the provided case to protect the iPad during normal treatment. This case provides suitable means for carrying the device within the school.

Students will check out their iPad during morning homeroom and turn their iPad in to the teacher of the last academic class of the day.

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. Avoid placing too much pressure and/or weight (such as folders and workbooks) on the iPad screen.

- ❖ Do not lean on 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 cover.
- ❖ Clear the screen with a soft dry cloth or anti-static cloth
- ❖ Do not bump the iPad against walls, doors, floors, etc. as it will eventually break the screen.

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. Students must bring their iPad to all academic classes, unless specifically instructed not to do so by their teacher.

IPAD UNDERGOING REPAIR

Loaner iPads may be issued to students when the assigned iPad needs repairs unless the repair is necessary due to the student's negligence. There may be delay in getting an iPad should the school not have enough to loan. Loaner iPads are not guaranteed, and students are responsible for all work regardless of status of iPad. **If a fee has been incurred due to loss or damage, an iPad will not be issued until the fee has been paid.**

PASSWORDS FOR IPAD AND SCHOOL ACCOUNTS

iPads will be password protected. During orientation, each student will choose a 4-digit password. Students are prohibited from sharing this password with anyone. St. Peter Claver Catholic School will provide a password to each student for his/her other accounts (SuccessNet, MyOn, IXL, etc). This password may not be changed by the student. All passwords will be distributed to parents by the school via email.

PERSONALIZATION

St. Peter Claver Catholic School will do all in its power to ensure that the material on the iPad always conforms to our values and mission. Inappropriate media may not be used as a screensaver, background photo, sounds, etc. Inappropriate media includes, but is not limited to, the following: presence of guns, weapons, pornographic materials, inappropriate language, tobacco, alcohol, drug, gang related symbols or pictures, and violations will result in disciplinary action.

SOUND AND MUSIC

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

IPAD INSPECTION

All iPad activity, including communications, internet history, or other uses, are subject to monitoring by St. Peter Claver Catholic School. Faculty and staff of St. Peter Claver Catholic School may inspect and, if they deem necessary, confiscate any student's iPad at any time without prior notice. The parent/guardian will then be contacted and a meeting will be scheduled. Offending material will be deleted and, if warranted, disciplinary action will be taken.

SOFTWARE/APPS ON IPADS

SCHOOL INSTALLED SOFTWARE

The software installed by St. Peter Claver Catholic School must remain on the iPad and be easily accessible at all times. From time to time, the school may add or remove software for use in a particular course or a change in overall curriculum.

Periodic checks of iPads will be made to ensure that students have not removed required apps or added apps that are not in accordance with school policy.

Tampering with or removing school installed software/apps is strictly prohibited and will result in disciplinary action.

PROCEDURE FOR RE-LOADING SOFTWARE

In the event an iPad needs to be restored to factory settings, the device will need to be submitted to the Technology Department for resetting and app installation.

SOFTWARE UPGRADES

Upgrade versions of the licensed software/apps are available from time to time. Upgrades may be done remotely during the school day.

ACCEPTABLE USE OF IPAD

STATEMENT OF RESPONSIBILITY

The use of St. Peter Claver Catholic School resources is a privilege, not a right. Technology resources provided by the school are not transferable or extended to people or groups outside the school and is terminated when a student is no longer enrolled in the school.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical and lawful use of technology resources. The violation of the St. Peter Claver Catholic School Electronic Media, Devices and Systems Acceptable Use Agreement will result in consequences as specified in the school infractions matrix.

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 would on the use of all media information sources such as television, telephones, movies, social media and radio.

SCHOOL RESPONSIBILITIES

- ❖ Provide internet access to its students.
- ❖ Provide internet blocking of inappropriate materials as able.
- ❖ Provide staff guidance in training, ability to aid students in doing research and help assure student compliance of St. Peter Claver School Electronic Media, Devices and Systems Acceptable Use Agreement.
- ❖ Provide training for teachers, staff, and students in the use of technology.

STUDENT RESPONSIBILITIES

- ❖ Obeying general school rules concerning behavior and communication that apply to network use and according to the St. Peter Claver Catholic School Electronic Media, Devices and Systems Acceptable Use Agreement. This policy is available online and as a hard copy given to each student.
- ❖ Using computer/devices in a responsible and ethical manner.
- ❖ Using all technology resources in an appropriate manner so as to not damage school equipment.
- ❖ Helping St. Peter Claver Catholic School protect our computer system/device by contacting an administrator or teacher about any security problems they may encounter.
- ❖ Monitoring all activity on their account(s).
- ❖ Students should always secure their iPad after they are done working to protect their work and information.
- ❖ Students will be held responsible for maintaining their individual iPad and keeping it in good working order.
- ❖ If a student should receive email or other electronic messages containing inappropriate or abusive language or if the subject matter is questionable, (s)he is asked to bring it to the teacher's attention.
- ❖ iPads that are stolen while on school property must be reported immediately to a teacher and/or the School Office.

STUDENT ACTIVITIES STRICTLY PROHIBITED

- ❖ Illegal installation or transmission of copyrighted material
- ❖ 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 papers, book reports or other forms of student works.
- ❖ Use of any messaging services, unless authorized by a teacher for classroom use during lesson.
- ❖ Use of outside data disks or external attachments without prior approval from administration.
- ❖ Changing of iPad settings (exceptions include personal settings such as font size, brightness etc.)
- ❖ Gaining access to other student accounts, files and/or data.
- ❖ Bypassing the St. Peter Claver Catholic School web filter through a web proxy.
- ❖ Tampering with or removing school installed software/apps is strictly prohibited and will result in disciplinary action.

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.

STUDENT DISCIPLINE

The discipline procedures at St. Peter Claver Catholic School address serious and major offenses such as stealing and destruction of school or personal property, which apply to the iPad device. Violations of this iPad Usage Policy, the Student Pledge for iPad Use, and the St. Peter Claver Catholic School Electronic Media, Devices and Systems Acceptable Use Agreement may result in disciplinary measures, including, but not limited to suspension and/or expulsion of the student from the school. When applicable, law enforcement agencies may be involved.

PROTECTING & STORING YOUR IPAD

IPAD IDENTIFICATION

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

STORING YOUR IPAD

When students are not using their iPads they should be stored appropriately. Nothing should be placed on top of the iPad, when stored. Students will check out their iPad at during homeroom and turn their iPad in to the teacher of the last academic class of the day.

LOSS OR DAMAGE

Any lost or damaged iPads should be reported to a teacher and the school office immediately. Damage to an iPad will incur a **minimum** \$50 charge. If damage is extensive this charge could increase. Lost iPads will incur a replacement cost. At the time of loss, the family will be informed of the replacement cost.

HOLD HARMLESS/INDEMNIFICATION

Each parent/guardian/student agrees not to sue and hereby releases, waives, discharges, holds harmless, indemnifies, and defends St. Peter Claver Catholic School and the Catholic Diocese of St. Petersburg, as well as their respective employees, personnel, staff, volunteers, agents, directors, affiliates, and representatives, from any and all liability, losses, damages, claims, actions, and causes of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, relating in any way to the use of the iPad by the student.

Sources: Academy of Holy Names, St. Odilia School, Tampa Catholic High School, St. Stephens Catholic School

STUDENT PLEDGE FOR IPAD USE

1. I will take good care of assigned iPad.
2. I will never leave assigned iPad unattended.
3. I will never loan out assigned iPad to other individuals.
4. I will know where assigned iPad is at all times.
5. I will keep food and beverages away from assigned iPad.
6. I will not disassemble any part of assigned iPad or attempt any repairs.
7. I will protect assigned iPad by only carrying it in a case provided by the school.
8. I will use assigned iPad in ways that are appropriate and educational; meeting St. Peter Claver Catholic School expectations.
9. I will not deface the protective case by adding stickers or other items on assigned iPad.
10. I will follow the expectations outlined by St. Peter Claver Catholic School Electronic Media, Devices and Systems Acceptable Use Agreement.
11. I (or my parent/guardian) will be financially responsible for all damage or loss caused by neglect or abuse.
12. I understand that I may lose my iPad privileges as a result of my inappropriate behavior.
13. I understand and agree to the stipulations set forth in the Student Pledge for iPad Use, the iPad Procedures and Use Policy, and the St. Peter Claver Catholic School Electronic Media, Devices and Systems Acceptable Use Agreement.