



SACRED HEART
CATHOLIC SCHOOL

Sacred Heart Catholic School

1:1 Electronic Device

Policy Handbook

Policies, Procedures and Information

September, 2017

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1.1 Receiving the 1:1 device

Devices will be distributed in the beginning of September. **All parents and students** are required to attend an orientation and sign agreements before the device will be loaned out. At the orientation parents and students will receive copies of the Electronic Device Policy Handbook, training on care/applications/policies, and an opportunity to ask questions.

Devices will not be distributed until policies are signed by both parents and students. Each device and case will be assigned to a student by an identification number (located on the back).

1.2 End of Year Check-in

iPads or Chromebooks, cords, and cases are to be turned in during the last week of school. If a student transfers during the school year he/she is expected to turn in his/her iPad/Chromebook, cord, and case before their last day.

1.3 Check-in Fines

If a student fails to turn in the device and equipment it will be considered theft and reported to the Robbinsdale Police Department. The student's family will be billed for the cost of a replacement iPad (approx.. \$499.00) and/or Chromebook (approx.. \$200.00). In the event this bill is not paid in a timely manner, it will be sent to a collections agency.

2. Care Instructions

Students are responsible for the care and basic maintenance of their device. Students must follow the instructions contained in this handbook for: the proper method of charging, cleaning, and carrying the iPad/Chromebook.

2.1 Precautions

Students are to keep iPads/Chromebook clear of and free from: food, liquids, and debris.

During travel, the iPad/Chromebook must be in sleep mode, secure, in its protective case, and inside the SHCS cinch sack.

Extreme heat/cold may damage the device. Be vigilant to never leave iPads/Chromebook outside during winter or summer.

2.2 Cords

Each student will be issued an adapter and cable for charging of the iPad/Chromebook at home. Cords are to be kept in good repair, carefully inserted into the device to prevent damage to prongs. Do not move the iPad/Chromebook with cords attached. When charging, leave the device in a level and secure area.

2.3 Battery Life

Students are responsible for keeping the device with at least 70% charge for each school day. They can expect to use at least 50% battery life every day.

2.4 Case

Each iPad/Chromebook will be issued with a case and screen protector. The school issued case/protector must be kept on the device at all times. No other case may be used. The case must be kept free of any decorations and writing, including stickers. Students are expected to return iPads/Chromebooks at the end of year with the case in good repair. Damaged cases may require replacement at a cost of \$50.00.

2.5 Screen Care

The screen protector must stay on iPad to protect the screen. When the screen needs to be cleaned:

- Use a soft damp cloth to gently cleanse the screen of oils and debris.
- Do NOT spray anything directly on the iPad.

The screen protector should prevent the build-up of oils and dust, but it can be wiped clean from time to time. In the event the screen protector is removed or damaged, a new case/protector must be purchased. They will also be available in the school office --Replacement cost is \$40.00.

2.6 Carrying

Keep the iPad/Chromebook in its protective case at all times and carry using the SHCS cinch sack. When placing in school bags/backpacks refrain from packing heavy books or objects along with the device. Do NOT overstuff backpacks when carrying the iPad/Chromebook. Extra pressure may result in cracked screens. The following are appropriate ways to carry the device:

- Use the SHCS cinch sack for the transportation of the device.
- Use a separate compartment of the back-pack for the device if possible.

2.7 Unattended

Any iPad/Chromebook left unattended on parish/school grounds will be considered unsecure and must be turned into the School Office. iPads/Chromebooks are considered unattended when left behind after a student leaves the room and the room is either empty or no communication has been made with the teacher to secure permission to leave iPad/Chromebook in a secure location. The School Office will document offenses.

- First Offense: Student's device will remain at the School Office for one school day.
- Second Offense: Student will meet with school administration and the student's iPad/Chromebook will remain at the School Office for one school day.

- Third Offense and thereafter: Student will incur a \$10.00 fine and the student's iPad/Chromebook will remain at the School Office until the fine is paid. A notice will be mailed or emailed home and the device will be reissued to the student upon the receipt of the fine.

3. School Use

Students are responsible for bringing the iPad/Chromebook to school each day and following guidelines for use.

3.1 Forgotten iPad/Chromebook

Students who forget their device at home must complete work as if it were present and *may not call home*. Parents cannot bring iPads/Chromebooks to school for students. If a parent brings an iPad/Chromebook to school during the day, it will be held at the School Office until the end of the school day when the student may pick it up.

After 3 offenses have been tracked for a forgotten device, the student's iPad/Chromebook will be collected and they must check out the device from the School Office after 1 week.

3.2 Background/Screensaver

The school will load all backgrounds and screensavers onto all iPads. Students may change the background and/or screensaver preferences if school appropriate.

3.3 Sound/Music/Games

Games: The school will load a limited number of educational games onto the iPads; any other games will be issued at the school's discretion. Students are allowed to load any new games onto devices, but may only use at appropriate times or iPad will be confiscated.

Music: Students are not to add music or videos to iPads using any method.

Sound: Students must turn all the sound notifications to silent on their iPads. (e-mail, alarms, calendar, etc.)

- Headphone Use-purchased by each student
 - Headphones should be used for academic purposes only.
 - Students should only use headphones when directed or given permission by a teacher.

3.4 Printing

Limited printing will be available at school under teacher discretion *only* in the computer lab. Home printing is possible with updates to existing printer software. Check out Apple.com for more information.

3.5 Messaging

Messaging to teachers or students will be done through school issued e-mail. Please use the following guidelines when sending an e-mail:

- Determine if e-mail is the appropriate method of communication (face to face communication is the most effective communication method)
- Send only to the individual who needs the information (mass e-mails should be very limited)
- Ensure the e-mail is for a school related purpose

Student e-mail communications will be monitored by school personnel. Students violating email/messaging/camera guidelines will be subject to consequences at the school's discretion.

3.6 Following Instructions

The iPads/Chromebooks are intended to enhance students' educational experience at Sacred Heart Catholic School. Therefore, students are expected to follow instructions and utilize the device in a manner appropriate with the content being covered during class. Teachers may confiscate the iPad and turn-in to the School Office in the event a student is not following directions.

3.7 Inappropriate Content/Behavior

Sacred Heart Catholic School staff will monitor iPad/Chromebook content. If inappropriate content is discovered, staff will assess degree of offense. If minor in nature, the student *must* delete all inappropriate content and appropriate discipline will be enforced. Severe cases will be handled by the school administration and appropriate actions taken.

All offenses will be documented and tracked.

Inappropriate content/behavior covers, but is not limited to: music, videos, photos, movies, social media, messaging, anything on cases/covers, violating copyright, plagiarism, bullying, explicit/adult nature books, and not following instructions.

Students may not change passcodes or passwords without notifying SHCS and parent.

4. Managing Files

Students are expected to consistently back up their data and files daily to Google Docs. Students may access their Google Docs from anywhere. The school is not responsible for any information loss due to network failure or student failure to back up data.

4.1 iPad/Chromebook Storage

Students are ONLY allowed to save class related files, photos, and content to the iPad hard drive. All data must be stored using Google Docs.

4.2 Save to Google Docs

All students will be provided with secure username and passwords for Google Docs. The school will document all usernames and passwords for security reasons. Any student violating terms of use or uploading inappropriate content to Google Docs will receive consequences in accordance with above policies on inappropriate material. We suggest parents to keep usernames/passwords also.

4.3 Network Connectivity

Students will be routed through the school network filter on school premises only. Parents must monitor activity on home networks to ensure appropriate usage.

The school cannot guarantee network function 100% of the time. The school assumes no responsibility for loss of documents due to network failure; students are responsible for their own data storage.

Should there be network or wireless failure, teachers and staff shall have a back-up plan for lessons and homework.

5. Software

5.1 Originally Installed

The school will determine which original factory installed applications shall remain available for student use. Students are not to tamper with or amend the applications.

5.2 Additional Applications

The school will determine which apps will be uploaded to iPads for student use in classrooms, for homework, and recreational use.

Tampering with, adding to, or deleting school-installed applications will not be tolerated.

All applications decisions will be made by teachers, staff and school administration.

The school will retain licensing rights for all applications purchased by the school.

5.3 Updates/Upgrades

Students are not allowed to update, upload, or add new content to their iPad/Chromebook. All updates will be managed by the Technology Dept.

Students must back up their work to Google Docs before updates. The help desk is not responsible for any content lost during updates/upgrades.

5.4 Inspection

School staff will conduct maintenance and random inspections of student iPads/Chromebooks. Students must submit their iPad/Chromebook for inspection at any time upon request. In the event a student refuses to comply with an inspection request, consequences will be issued by the school administration and will include, at minimum, the confiscation of the device for two school days.

6. Acceptable Use/Responsibilities

Outlined below are the student, parent, and staff responsibilities and acceptable use guidelines with regard to iPads/Chromebooks.

6.1 Parent Responsibility

Parents are expected to pay the yearly technology fee of \$200.00.

Parents must attend the Orientation with their student yearly and sign/agree to the policy before an iPad is issued.

Parents are asked to be responsible for home content and use of the iPad/Chromebook, ensure its educational use outside of school, and ensure the security of the device.

6.2 Student Responsibility

Students are expected to use the iPad/Chromebook in an appropriate, ethical, and educational manner. They are to monitor their accounts (Google, Cornerstone, e-mail, etc.), keep the device secure at all times, and report inappropriate content or spam to a teacher or staff member.

Students are to turn in their device before the end of the year or the device will be considered stolen.

6.3 School Responsibility

School teachers and staff will receive ongoing training to promote and expand iPad/Chromebook use in an educational manner in classrooms. Each teacher will incorporate the device into their curriculum, as appropriate, and continue to research the use of new textbooks, apps, and tools.

6.4 Family iPad/Devices

Student may NOT bring in family-owned electronic devices in lieu of school iPad/Chromebook.

6.5 Prohibited Activities

Students are to use the iPad/Chromebook in a manner accordant with other school policies and guidelines, to be respectful and conscientious that their use of electronic devices is tractable by outside sources and reflects upon themselves and the school.

Prohibited activities include, but are not limited to:

- Illegal installation of copyright materials, or transfer of such materials to others
- Engaging in chat rooms or messaging
- Sale of school papers, homework or outlines for profit or business
- Installation, use of, or distribution of inappropriate computer games.
- Searching, downloading, using, or distributing sites or materials of a sexual nature
- Changing of settings (such as: passwords, locate-on)
- Spamming
- Gaining access to others' accounts
- Giving out private or individual information
- Vandalism
- Credit fraud
- Bypassing school network filter
- Gambling
- Hacking
- And any activity prohibited by Minnesota and Federal law.

6.6 Copyright/Plagiarism

Students are to comply with all copyright laws, in accordance with school policy and federal mandates. Any use of other's work, words, and/or media is prohibited without proper reference to original material. If students are unsure whether a work is copyrighted or if quoting it would be plagiarism, they should check with a teacher or staff member. There is no tolerance for students infringing on copyright and plagiarizing.

6.7 Offenses Tracked

The school will keep documentation on each iPad, including any offenses committed by students while using the iPad/Chromebook. These offenses include, but are not limited to:

- Forgotten device at home
- Abandoned device
- Dead battery
- Inappropriate cover
- Inappropriate content
- Unacceptable Use
- Defective device
- Stolen
- Lost
- Damage to materials

7. Protection and Storage

Students are responsible for ensuring safe and secure carrying and storage of iPads/Chromebook at home and school.

7.1 Storing

The school building will be equipped with classroom storage for iPads/Chromebook when not in use.

During updates, repairs, replacements, or technical support students/staff are to bring iPads/Chromebook to the school office.

Students are never to leave objects on top of the device, excessive weight may crack the screen.

7.2 Identification

The school will document the serial number of each iPad/Chromebook distributed to students and provide a corresponding ID number for each device for easy identification.

8. Warranty & Repairs

Technical issues, broken screens, or damaged parts must be brought to the school office. Students may be issued a replacement device during repairs depending on availability.

8.1 Lost/Stolen

The school does not cover lost or stolen iPads/Chromebooks. In the event an iPad/Chromebook is lost or stolen, parents are responsible for the cost of a replacement iPad (approx. \$499.00) or Chromebook (approx.. \$200.00). Parents are encouraged to consider additional insurance to cover the device if it is lost or stolen. Many home insurance policies will allow additional coverage for iPads.

Any iPad/Chromebook suspected of being lost/stolen must be reported to the school office immediately. The administrators will manage any investigation or reporting that is required.

1:1 iPad/Chromebook Policy Handbook Parent Agreement

I have read and agree to the contents and expectations laid out in the 1:1 Electronic Device Policy Handbook. I understand that Sacred Heart Catholic School reserves the right to modify this handbook or the iPad/Chromebook program as needed. I understand the fees and penalties associated with irresponsible student use.

Parent/Guardian (printed name): _____

Parent/Guardian (signature): _____

Email: _____

Date: _____

1:1 Electronic Device Policy Handbook Student Agreement

I have read and agree to the contents and expectations laid out in the 1:1 Electronic Device Policy Handbook concerning my care, maintenance, and responsibility to the iPad/Chromebook. I understand that I am responsible keeping the iPad/Chromebook secure and in working order, storing my files using Google Docs, and to report any malfunction or problems to the school office. I understand that the iPad/Chromebook is not a gaming device or toy, it is to be used for educational purposes at the direction of the school.

Student Name (printed): _____

Student Name (signature): _____

Date: _____