



iPad Program Manual

Christ the Teacher Catholic
School of Yakima

2020-2021

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Introduction

In an effort to advance educational achievement for all students, Christ the Teacher Catholic School has made an ambitious decision to implement a 1:1 technology initiative and to distribute an Apple iPad to every student in Kindergarten through 8th grade. This implementation will bring the world to each student's fingertips - anywhere at any time during the present times.

The policies, procedures, and information within this manual apply to all iPads and related accessories (power cords, covers, etc) used at Christ the Teacher Catholic School of Yakima. Teachers may set additional requirements for use in their classroom.

1. Receiving Your Tablet iPad

1.1 Receiving Your iPad

For the 2020-2021 school year iPads will be distributed during the week of September 7th. All parents must attend a mandatory zoom orientation session and all parents must sign and return the "Appendix A" by September 14, 2020.

1.2 Technology Orientation

All parents must attend the mandatory zoom iPad orientation sessions. This session will review vital information regarding Christ the Teacher Catholic School's insurance plan, safe keeping of the iPad in the home environment, outline of the program, training on the schools platforms, etc.

2. Caring for Your Tablet

Students are responsible for the care of the iPad issued by Christ the Teacher Catholic School. iPads that are broken or fail to work properly must be taken to the school office for an evaluation of the equipment. Students are responsible for bringing a fully charged iPad to school each day.

2.1 General Precautions

Each iPad is the property of Christ the Teacher Catholic School and all users are expected to abide by the policies in this manual and those contained in the Christ the Teacher Catholic School's "Partnership Statement" and the Parent-Student Handbook.

1. Only use a clean, **dry**, soft cloth to clean the screen, no cleansers of any type.
2. Cords and cables must be inserted carefully into the iPad to prevent damage.
3. iPads must remain free of writing, drawing, stickers, or labels.
4. iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.
5. Students are responsible for keeping their iPad's battery charged for school each day.

2.2 Carrying iPads

A protective case will be provided with each iPad. These guidelines should be followed:

2.3 Screen Care

iPad screens can be damaged if subject to rough treatment. **The screens are particularly sensitive to damage from excessive pressure on the screen and corners. Please be mindful that iPads are sensitive.**

1. Do not lean on the top of the iPads when it is closed
2. Do not place anything on or near the iPad that could put pressure on the screen
3. Do not place anything in the carrying case that will press against the cover
4. Clean the screen with a soft dry cloth or anti-static cloth
5. Do not bump the iPad against lockers, walls, car doors, floors, etc.
6. Do not stow in extreme weather conditions such as heat, cold, or rain

3. Using Your iPad

iPads are intended for school use each day. In addition to teacher expectations for iPad use, calendars, and the Student-Parent Handbook may be accessed using the iPad. **Students must bring their iPad to all classes each day.**

3.1 Not Having Your iPad at School

If students fail to bring their iPad to school, they are responsible for completing course work as though they had their iPad with them. **Students who forget to bring their iPad will run the risk of losing credit for classwork or homework.**

3.2 iPad Maintenance and Repair

Loaner iPads may be issued to students when they leave their iPad for repair in the school office. There may be a delay in getting a iPad should of Yakima not have enough available to loan.

3.3 Charging Your iPad

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads **each evening**.

3.4 Screensavers and Background Images

Students must keep the default home and login screen. This will help people quickly identify the owner of the iPad.

3.5 Sound, Music, Games, Apps

Students are NOT permitted to use the iPad for personal use. The iPad should not include any games, music, or apps. Use of the iPad in school must be primarily for education.

1. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes
2. Personal Listening devices (head phones, ear buds) are not permitted to be used with the iPad without prior approval of the classroom teacher.
3. Internet based games are not allowed on the iPads. iPad based games are permissible but are not to be used during school time
4. Students should be aware that the iPads will be synchronized by PlanTech Solutions periodically. Christ the Teacher Catholic School of Yakima is not responsible for lost or damaged applications or data related to personal use

3.6 Printing

Limited wireless printing is available with the iPads on campus.

3.7 Internet Access

Students are allowed to set up Wi-Fi networks on the iPad. This will assist them with iPad use while at home. Students are cautioned against connecting to unsecured wireless networks as this may expose the iPad to viruses, identity theft, malware and various other threats and hacking attacks.

4. Managing Files and Saving Work

4.1 Saving to the iPad / Home Directory

Students may save work on their iPad; however, students are responsible for backing up their own files. It is recommended that all important school work be backed up to the student's iCloud account. Student conducted backups of the iPad should not be encrypted or the iPad may need to be wiped and all data lost. Storage space is available on the iPads—**CHRIST THE TEACHER CATHOLIC SCHOOL IS NOT RESPONSIBLE FOR LOST WORK IN THE CASE OF RE-IMAGING, OPERATING SYSTEM UPDATES, SYNCS AND/OR iPAD FAILURE.** 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

Christ the Teacher Catholic School of Yakima makes no guarantee that the school network will be up and running 100% of the time. In the rare case that the network is down, the school is not responsible for lost or missing data.

5. iPad Software

Any changes or alteration to the iPad's original operating system including jailbreaking is strictly prohibited. Any case of jailbreaking may result in suspension from classes and financial restitution to the school for damages incurred.

5.1 Originally Installed Software

The operating system, applications (apps) and digital books eText, eBooks, PDFs originally installed by Christ the Teacher Catholic School must remain on the iPad in usable condition and be easily accessible at all times. Periodically, the school may update the operating system and apps; add apps and/or eBooks for use in a particular course. The licenses for this software may require that the software be deleted from iPads upon completion of the course.

In certain instances there may be additional fees for text books and/or apps as needed.

iPads may not be wiped clean at any time. If an iPad is wiped clean, there will be a \$100 charge for the apps installed by the school.

iBooks can only be downloaded by the student. Apple prohibits the pre-installation of iBooks by the school.

5.2 Additional Software

Students are responsible for any additional software they put on their iPad. Christ the Teacher Catholic School is not responsible for any personal software that is lost; such software must follow the same guidelines covered in section 3.5.

5.3 Inspection

Christ the Teacher Catholic School reserves the right to inspect iPads on demand. 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 is discovered, the iPad may be re-imaged. Christ the Teacher Catholic School does not accept responsibility for the loss of any software or documents deleted due to a re-format and/or re-image.

5.5 Software Updates

Updates of licensed software and applications are available from time to time. Students may be required to check in their iPads for periodic updates and syncing. Students are not allowed to update the operating system or remove school loaded apps and eBooks without the school's consent.

5.6 Meraki Profile

This addition will allow Christ the Teacher Catholic School to push out over the air updates and apps.

6. Acceptable Use

Use of Christ the Teacher Catholic School's technology resources is a privilege, not a right. The privilege of using technology resources provided by Christ the Teacher Catholic School is not transferable or extendable by students to people or groups outside Christ the Teacher Catholic School and terminates when a student is no longer enrolled at Christ the Teacher Catholic School. 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 terms and conditions named herein, privileges may be terminated, access to school technology resources may be denied, and appropriate disciplinary action shall be applied. Christ the Teacher Catholic School's procedures in the *Student-Parent Handbook* shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension and expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

Parents should talk to their children about the values and the standards that young adults should follow when using the Internet just as you do regarding the use of all media information sources such as television, telephone, movie, and radio.

6.2 Christ the Teacher Catholic School of Yakima Responsibilities

Christ the Teacher Catholic School will:

1. Provide Internet and Email access to its students.
2. Provide Internet blocking of inappropriate materials as identified by Christ the Teacher Catholic School of Yakima filters (only applies while at Christ the Teacher School).
3. Provide age appropriate restrictions as identified by Christ the Teacher Catholic School.
4. Provide data storage areas for users of technology resources.

iPads are Christ the Teacher Catholic School's property and will be treated similarly to computers, school lockers, desks and all other forms of school property. Christ the Teacher Catholic School reserves the rights to review, monitor, and restrict information stored on or transmitted via school owned equipment as well as to investigate inappropriate use of resources.

6.3 Student Responsibilities

Students will:

1. Use all Christ the Teacher Catholic School technology resources in a responsible and ethical manner
2. Obey general school rules concerning behavior and communication applicable to technology use

3. Help protect school technology by contacting an administrator about any security or hardware problems they may encounter and signing up for Plan Tech for tech support assistance in the front office
4. Monitor all activity on their account(s)
5. Return their iPad in good condition along with all other school issued equipment and hardware at the end of each school year or upon leaving Christ the Teacher Catholic School of Yakima
6. Use all technology resources in an appropriate manner so as to prevent damage
7. Turn off and secure their iPad after they are finished working to protect their work and information

"Damage" includes, but is not limited to, the loss of data resulting from delays, non-delivery, misdelivery or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via Christ the Teacher Catholic School of Yakima's designated Internet System is done so at the student's risk. Christ the Teacher Catholic School of Yakima specifically denies any responsibility for the accuracy or quality of information obtained through any of its resources.

If a student should receive email containing inappropriate or abusive language or questionable subject matter, that student should contact the Dean of Students' Office immediately.

6.4 Prohibited Uses

Students are prohibited from engaging in the following activities:

1. Illegal installation or transmission of copyrighted materials
2. Jailbreaking the iPad
3. Any activity violating school policy or public law
4. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, sexually explicit, or any material deemed unacceptable by Christ the Teacher Catholic School of Yakima administration
5. Use of non-school approved social media; chat rooms; websites selling term papers, book reports, and other forms of student work; video, text and instant messaging services
6. Internet/Computer games
7. Use of external data disks or attachments without prior approval from the administration

8. Changing tablet operating settings (excluding personal settings such as font size, brightness, etc)
9. Spamming/Sending bulk or inappropriate emails
10. Gaining access to another student's accounts, apps, files, and/or data
11. Use of the Christ the Teacher Catholic School of Yakima's technology resources for financial or commercial gain as well as illegal activity including credit card fraud and electronic forgery
12. Use of anonymous and/or electronic false communications
13. Dissemination of personal information to non-school approved organizations; including but not limited to: account set-up for social media sites, chat rooms, eBay, email, etc.
14. Vandalism of school equipment (any malicious attempt to harm or destroy hardware, software, or data) including but not limited to, uploading or creation of computer viruses, programs, or applications capable of affecting Christ the Teacher Catholic School of Yakima's technology resources
15. Transmitting or accessing obscene, offensive, threatening or similar material intended to harass or demean
16. Bypassing the website filter on campus
17. Any activity considered contrary to Christ the Teacher Catholic School's Parent/Student Handbook

6.5 iPad Care

Students will be held responsible for maintaining their individual iPads and school supplied accessories while keeping them in good working order.

1. iPad batteries must be charged and ready for school each day
2. iPad accessories furnished by Christ the Teacher Catholic School must be returned with normal wear and no alterations to avoid paying a replacement fee
3. Malfunctioning or damaged iPads must be reported as soon as possible to the school office. Christ the Teacher Catholic School is responsible for repair of malfunctioning iPads where there is no fault by the user. iPads damaged from misuse or neglect will be repaired with the family responsible for the full replacement cost of the iPad
4. Students are responsible for any and all damage to iPads and related hardware
5. Stolen iPads must be reported immediately to the Dean of Students' Office and the Police Department. Students must activate the iCloud "Find My iPad" feature to help track a stolen or missing iPad.

6.6 Legal Propriety

Compliance with trademark, copyright laws, and all license agreements is mandatory; ignorance of the law is not immunity.

Academic dishonesty is a violation of the Christ the Teacher Catholic School's *Student-Parent Handbook*. 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 or illegal software is strictly prohibited and violators will be subject to Christ the Teacher Catholic School's *Student-Parent Handbook*. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by Christ the Teacher Catholic School.

6.7 Student Discipline

After two documented warnings of improper use of the iPad (social media, games) during school, on the third offense the student's iPad will be collected, all non-educational Apps will be removed and capability to add Apps to the device will be removed.

Additionally, if a student violates any part of the above policy, Christ the Teacher Catholic School will follow the progressive discipline policy as stated in the *Student-Parent Handbook*. Violations can be minor or major in nature and result in a warning, detention, suspension or dismissal. Christ the Teacher Catholic School reserves the right to place restrictions on iPads when deemed necessary.

7. Protecting and Storing Your iPad

7.1 iPad Identification

Student tablet iPad will be labeled in the manner specified by Christ the Teacher Catholic School of Yakima. iPads are identified in the following ways:

1. Christ the Teacher Catholic School and school phone number engraving
2. Serial number
3. Wi-Fi address
4. Name and photo on the lock screen

7.2 Storing Your iPad

When not in use, iPads should be stored in a secure place. Students are encouraged to take their iPads home every day after school, regardless of need. Students participating in activity programs are to follow standard activity guidelines regarding securing iPads.

7.3 iPads Left in Unsupervised Areas

A primary responsibility for each student is to secure his or her iPad whether on or off campus. Under no circumstances should iPads be left unsecured and/or in unsupervised areas. If an iPad is found unsecured, it will be taken to the Dean of Students' Office. A student will be issued a referral for this type of occurrence.

8. Repairing / Replacing Your iPad

8.1 iPad Protection Plan

The iPad is the property of Christ the Teacher Catholic School, and has been purchased by Christ the Teacher Catholic School. The school does provide coverage for software malfunctions of the iPad that are covered under warranty, but does not cover the iPad for physical damage that is not covered by the iPad Protection Plan.

iPads that are physically damaged must be returned to the Christ the Teacher Catholic School for repair. When submitting a repair claim an explanation of where and when the accidental damage occurred, with a detailed description of the actual event, must be provided.

Protection for physical damage as a result of **accidental** occurrences **only** will be purchased through Christ the Teacher Catholic School:

iPad Protection Plan: This plan only covers accidental damage.* The iPad fee and insurance plan costs is \$100 per year, including a \$150 dollar deductible for the first claim and a \$200 deductible for a second claim, with a maximum of two claims per year. Beginning with the third claim, the family will be responsible for the actual cost of the repair up to and including the cost of purchasing a new iPad with all installed applications. (\$699)

*Protection does not cover lost or stolen iPads or any damage due to negligence. Negligent damage will be determined by an Apple retailer and tech expert contracted by Christ the Teacher Catholic School.

8.2 Theft or Loss

Christ the Teacher Catholic School loans iPads to students for school use. The student is ultimately responsible for the iPad, and as such, is responsible for ensuring that the iPad is not lost or stolen. In the event that the iPad is lost or stolen, the family will be responsible for the full replacement cost of the iPad (which includes the costs of the iPad, the school issued cover, and any school issued apps). (\$699)

iPads that are lost or stolen must be immediately reported to Christ the Teacher Catholic School. A police report may be required. Lost or stolen iPads are the responsibility of the family and will be charged appropriately. (\$699)

9. Cost of Repairs

9.1 General

Students will be held responsible for all damage to their iPad, with exception to those items covered under the Christ the Teacher Catholic School Protection Plan. Should the cost to repair exceed the cost of purchasing a new iPad, the family will pay full replacement value (\$699). Lost items such as cables and accessories will be charged the actual replacement cost and are not covered by the insurance plan. Note: disciplinary action may result for any student whose iPad is damaged multiple times in any school year.

In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report must be filed by the family and a copy of the report must be provided to Christ the Teacher Catholic School. The family is responsible for the replacement cost (\$699).

9.2 Intentional Damage

All families are responsible for full payment of the repair or replacement cost due to intentional damages to an iPad. Christ the Teacher Catholic School's Protection Plan I or II covered in 8.1 DOES NOT cover intentional damage. In the event of intentional damage, the entire amount of repair cost must be paid before the reissue of a replacement iPad to a student. Further, incidents of intentional damage are reported to the Dean of Students' and will result in disciplinary action.

10.1 Returning Your iPad

Students will return their iPad at the end of the school year so the iPad can be checked for serviceability and updated for the subsequent school year. Students who transfer, withdraw, are suspended or expelled, or terminate enrollment at Christ the Teacher Catholic School for any reason must return their iPad on the date of termination. If a student fails to return the iPad at the end of the school year or upon termination of enrollment at Christ the Teacher Catholic School, that student may be subject to criminal prosecution or civil liability. The family will also pay the replacement cost of the device. Failure to return an iPad will result in a theft report being filed with the police.

iPads must be returned in good, working condition. Jailbroken iPads or iPads with no serial number would be examples of iPads not returned in good working condition. It is the sole discretion of Christ the Teacher Catholic School to make determinations on the iPad's condition.

Furthermore, families are responsible for any damage to the iPad or accessories, not covered in the iPad Protection Plan and must return the device and any accessories to Christ the Teacher Catholic School in satisfactory condition. Families will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad (\$699) and/or accessories not covered by the iPad Protection Plan.

APPENDIX A:

Student Use Pledge and iPad Manual Agreement of Terms

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 not download any music, games, or apps.
6. I will charge my iPad's battery daily.
7. I will keep food and beverages away from my iPad since they may cause damage to the iPad.
8. I will not disassemble any part of my iPad or attempt any repairs.
9. I will protect my iPad by only carrying it in Christ the Teacher Catholic School approved cases.
10. I will use my iPad in ways that are appropriate to meet Christ the Teacher Catholic School expectations.
11. I will not place decorations (such as stickers, markers, etc.) directly on the iPad. I will not deface the serial number on any iPad.
12. I understand that my iPad is subject to inspection at any time without notice and remains the property of Christ the Teacher Catholic School.
13. I will follow the acceptable use policies outlined in the Student Handbook.
14. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
15. I will be responsible for all damage or loss caused by neglect or abuse.

I agree to return the school-owned iPad, case and power cords in good working condition. I also agree to the stipulations set forth in the above documents including iPad policy, procedure, and information; the Acceptable Use Policy; IPad Protection Plan and the Student Use Pledge. Christ the Teacher Catholic School iPads and accessories must be returned at the end of each school year. Students who withdraw, or are suspended or dismissed must do this on the day enrollment is terminated.

I hereby release Christ the Teacher Catholic School, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my student's use of, or inability to use, the Christ the Teacher Catholic School computer network; including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my student regarding the rules of use of the information systems contained in this document and understand and agree that the agreements contained herein are incorporated into the contract under which my child is enrolled at Christ the Teacher Catholic School.

I understand that it is impossible for Christ the Teacher School to restrict access to all controversial materials, and I will not hold the school responsible for materials accessed on the network. I also agree to report any inappropriate use of the system of which I am aware to the school administration.

I accept full responsibility if and when my student's use of information technology is not in a school setting and understand that my student is subject to the same rules and agreements while not at school if using the Christ the Teacher Catholic School network or Christ the Teacher Catholic School's network access to the Internet.

Parental Permission

I have read and understand the information contained in this policy and agree to abide by all rules set forth in this agreement.

Please sign iPad User Agreement Form.