

St. Viator Parish School



iPad 9th Generation

Grades PreK-8th 1:1 iPad Program Policies and Procedures 2023-2024

The administration of St. Viator Parish School reserves the right to amend these policies and procedures as needed for the successful implementation of the 1:1 iPad program. Should changes be made, notification will be provided to parents and students through electronic or written means.

Policies and Procedures

Students are informed of their rights and responsibilities by reading and acknowledging the St. Viator Parish School **Technology Acceptable Use Policy** prior to gaining access to computer networks or websites, or using technology, either as individual users or as members of a class or group. Students are responsible for proper conduct on the school's computer networks; when using computers and equipment, including personal devices; and when using network and online information resources. **Students are to remember that the iPad is school property and is subject to search at any time for any reason.**

Due to continuous advancements in technology, additional restrictions and use guidelines may be instituted at any time and throughout the school year. If it becomes necessary to amend the Acceptable Use Policy, parents and students will be notified of the amendments via normal communication channels, such as email or the Viator Voice. Any amendment instituted will also be visibly posted on the school's website.

St. Viator Parish School students agree to abide by the rules and regulations listed regarding the use of computer networks, computers and equipment—including personal devices brought on campus—and access to Internet resources. Failure to comply with these rules may result in disciplinary actions, up to and including dismissal from school. Because St. Viator is a 1:1 iPad school, students must have access to technology to remain enrolled at the school. Students who commit such severe violations of the **Technology Acceptable Use Policies** as to lose technology privileges, also risk dismissal from the school.

Student Responsibilities

Students will use the technology provided by St. Viator in a responsible and ethical manner as prescribed in this document and consistent with the behavioral standards set forth in the St. Viator Parish School Parent-Student Handbook and the **Technology Acceptable Use Policy**.

During school hours, students will limit all electronic activity and communication to that which supports school-related work, collaboration, and communication. Students will use their iPad according to the directions given by the teacher as it supports instructional time. Students must obey all general school rules concerning behavior and communication that applies to iPad/computer use. If a student should receive an email or other electronic message containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to bring it to the attention of an administrator, faculty member, or staff member. Students will care for and manage the iPad in compliance with all policies set forth in this document.

Parent/Guardian Responsibilities

Parents/guardians should guide their children through the standards and values associated with the appropriate use of technology and the Internet both in and out of the home. Parents should familiarize themselves with the policies and procedures associated with iPad use contained in this and other documents in partnership with the school. This partnership will include standards associated with digital citizenship, cyber-etiquette, safe surfing, and other responsible uses of technology tools. Parents may need to purchase other necessary school authorized apps on the iPad or accessories beyond those provided at time of issue. Parents/guardians are asked to have an ongoing conversation with their student about values and the standards that your child should adhere to while accessing the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

Parents should establish ground rules for iPad use outside of the school day. Technology devices using the school's network (on campus) will be filtered; however, devices logged on to different networks (home) will only be filtered based on those network capabilities. Parents do have the option to enable restrictions (parental controls) on the iPad. For more information, please contact the School Office.

School Responsibilities

The school will provide and maintain Internet access to its students. The school will also provide Internet filtering and blocking of inappropriate content to the best of its ability on campus in accordance with Federal Child Internet Protection Act (F-CIPA) guidelines. The school will provide necessary training to students and faculty to maximize the potential of these tools. The school will maintain, repair, or replace all devices, as discussed in other sections of these Policies and Procedures. All Apple Care coverage and other associated warranty policies are held and maintained by St. Viator Parish School.

Student Activities Strictly Prohibited

- Airdropping anything to another student
- Jailbreaking or tampering with pre-established settings and installed profiles and certificates
- Downloading/installing inappropriate/unauthorized apps
- Illegal installation or transmission of copyrighted materials
- Switching iPads or allowing use by anyone other than the issued student
- Sending, accessing, uploading, downloading or distributing offensive, profane, threatening, pornographic, obscene, violent, or sexually explicit material
- Inappropriately utilizing photos, video, and/or audio recordings of any person. Note: Unauthorized recording of St. Viator administration, faculty and staff is strictly prohibited
- Use of unauthorized chat rooms, message boards or sites selling student work
- Unauthorized messaging services
- Internet or computer games
- Changing iPad issued settings or resetting your iPad
- Spamming or sending mass or inappropriate emails
- Gaining access to other students' email accounts or iPad data without authorization
- Use of the school's internet/email accounts for financial or commercial gain or for any illegal activity
- Use of anonymous or false communications
- Unauthorized distribution of personal information over the internet
- Vandalism
- Attempting to bypass St. Viator's web filtering software
- Any action that violates existing behavioral standards covered in the Parent-Student Handbook including cyberbullying, cyber harassment, cyber stalking, or sexting

Violation of Acceptable Use Policy

The use of the St. Viator Parish School technology resources is a privilege, not a right. The privilege of using the technology resources provided by St. Viator is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled at St. Viator. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. A violation of any of the User Terms and Conditions named in this policy may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

iPad 1:1 Program Information

Receiving your iPad

Most students will receive their iPad on the first day of school. At this time, students will receive preliminary training on the iPad. This will include learning login procedures, familiarization with school systems and a review of this document. Signing the iPad distribution form will signify acceptance of the terms and conditions of the policies stated in this Acceptable Use Policy for the 1:1 iPad Program. Students will be given additional training on the use of the iPad during student orientation as well as throughout the school year.

Collection of iPads

Continuing students will be able to keep their iPads over the summer. Eighth graders will return their iPads to the School Office at the end of the school year. During this time, the school will wipe, update, and add programs to the iPads. Passcode locks must be removed and Find My iPad must be disabled before returning the iPad. Students are expected to back up to iCloud prior to turning in the iPad. Students may be required to submit their iPads at other times during the school year as deemed necessary. St. Viator reserves the right to collect an iPad for any reason. Students will be assessed fines, including the possibility of full replacement cost for any damage to the iPad, including cosmetic modifications.

Leaving St. Viator Parish School

Students who are dismissed, withdraw, or leave the school for any reason must return the iPad and any accessory components immediately and in acceptable condition. Parents/guardians will be held financially responsible for the iPad and any damage deemed intentional or beyond normal wear and tear. The privilege of using the technology resources provided by St. Viator is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled at St. Viator.

Care of the iPad

The use of the iPads in the classroom is a privilege. Students are required to keep the iPad charged and in working order at all time. **Students are not to modify or decorate the device in any way: no drawing on cases, no stickers on cases.** iPads that are broken, damaged, or not functioning must be brought to the School Office immediately for evaluation. iPads are not to be taken to the Apple Store for servicing unless directed.

General Precautions

The screen of the iPad is delicate and expensive. The screens are particularly sensitive to damage from excessive pressure on the screen. Please observe the following rules:

- Do not lean on the top of the iPad or put excessive pressure on either front or back surfaces-or the iPads can bend.
- Do not put anything on the top of the iPad when it is closed.
- Do not "bump" the iPad against lockers, desks, floors, etc.
- Do not put the iPad on the floor under your desk; rather, put it in the case and keep to the side.
- Do not put things in the backpack that will overcrowd your backpack and put excessive pressure on the screen.
- Use a clean, soft cloth to clean the screen, (no cleansers of any type).
- Cords and cables must be inserted carefully into the iPad to prevent damage.

- iPads and school-issued iPad loaner cases must remain free of any writing, drawing, stickers, or labels.
- Never store iPads in sunlight or in extreme temperatures.
- Never leave iPads unattended in or outside the backpack.
- iPads must be brought to school each day in a fully charged condition. It is the responsibility of the student to charge his or her iPad each evening.
- Students are not excused from work for failing to charge their iPad.
- St. Viator Parish School will not loan out power cords.
- Do not share or loan power cords to other students.

Protecting and Storing

Students will receive their iPad in a school-issued case. Remember, the case will not protect the iPad from negligence and abuse.

Using the iPad at School

iPads are intended for use at school each academic day as directed by the teacher. In addition to classroom teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed using the iPad. Students should bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

iPads Left at Home

If students leave their iPad at home, they are responsible for getting the coursework completed as if their iPad is in their possession. **It is not the teacher's responsibility to make modifications to the lesson due to a student's lack of responsibility. The absence of the iPad will not excuse the student from completing assignments or fully engaging in class activity.** No loaner iPad will be issued for students leaving their iPad at home. If a student repeatedly leaves their iPad at home, they will be subject to appropriate disciplinary action.

iPads Left Unattended

iPads should never be left unattended. All iPads are to be left in the classroom when not being used. Storing your iPad in a backpack and leaving a backpack out in an open area unattended does not sufficiently secure the device and is considered a violation of the Acceptable Use Policy. iPads found unattended will be confiscated by St. Viator Parish School. Repeated instances of this may result in disciplinary sanctions.

Storage of iPads During Events (Athletics, Performing Arts, etc.)

Students must secure the iPads in their backpack while attending games or school events. Unsecured iPads, if found, will be confiscated.

Managing Your Files and Saving Your Work

St. Viator does not provide data backup services. It is the student's responsibility to ensure that the iPad profile and all work is backed up to avoid losing data due to mechanical failure or accidental deletion. Students are asked to use their Google Drive to back up all work. **Students will not be able to print from their iPads to a printer at school. Students are expected to have all work printed out and prepared prior to class.**

Damage, Loss, and Theft

Students must notify a member of the school administration as soon as a school-owned iPad is determined to be damaged, lost, missing, or stolen. Any device found to be damaged, lost, missing, or stolen should be reported no more than one academic day after discovery.

The St. Viator iPad remains school property and is issued to each student as custodian of the device for a loan period. Students and their parents are responsible for the iPad at all times. Every effort should be made to ensure that the iPad is always stored carefully and out of sight. Students who willfully damage the iPad including trying to circumnavigate the school protections or “jailbreak” the iPad will have to reimburse the school for the entire purchase price of the iPad and may be subject to other disciplinary actions.

Damage

Students are expected to bring a damaged iPad to the St. Viator School Office as soon as possible so that the damage can be assessed. **iPads are not to be taken to the Apple Store for servicing unless directed.** On the first and second incidents of damage to the iPad covered under Apple Care/reasonable damage, the student will be responsible for paying a \$75 service fee (for each incident) directly to St. Viator. If a third incident of damage occurs, or a single incident not covered under Apple Care, or unreasonable damage, the student will be responsible for the full replacement cost of the iPad which is approximately \$650.00 (\$600 for device, \$25 for charging brick, \$25 for charging cable). Parents/guardians will be charged the cost of any additional repairs and restoration to the iPad or accessories.

Students will receive a replacement device for up to one three-week period for a non-refundable rental fee of \$35. Parents are required to pay the service fee/replacement cost to the School Bookkeeper within one week. Support personnel will restore any backup the student may have and instruct the student on reinstalling other apps. St. Viator is not responsible for loss of student work and data.

Loss

Students who lose their iPad must immediately report it to the School Office. In the event of loss or theft, Find my iPad will be used to help locate the missing device. **Location services are required to be in the “on” position in order to use the Find my iPad function.** Location services should be left on at all times. If the iPad is not found within a reasonable time, the student will have to pay the cost of replacing the iPad and will be issued a replacement device for a loaner fee. The approximate cost of a replacement iPad is \$650.00, including charging brick and cable. The final cost would be determined at the time of the incident.

Theft

If a student’s iPad is stolen, the student or parent/guardian must report the theft to the School Office. A police report may need to be provided. This must be done before a replacement device can be issued. The student will be responsible for the cost of replacing the iPad which is approximately \$650.00.

Background Images

Students must use a standard apple background- no personal screen backgrounds or wallpaper are allowed.

Sound:

Regarding sound, it is expected that the iPad will be in silent mode during the school day, unless explicit permission is given from a teacher or administrator. Students may also use earbuds or headphones with

permission from a teacher or administrator. Students are not permitted to use ear buds or headphones during passing periods.

Authorized Apps/Software

The school issued iPad should be used for school-related purposes. The apps/software installed by St. Viator must remain on the iPad in usable condition and remain accessible at all times. The school pays for these apps and distributes these to the student through a mobile device manager.

Students/parents/guardians pay for all other apps and book purchases. It is recommended that parents give the student an iTunes gift card for these purchases instead of putting a credit card into the account. In this way, parents can monitor the spending.

Teachers may ask students to install “class specific” apps. Students will assume the cost of these installations. Teachers will periodically review apps and ask students to install specific apps on the iPad for school related work. Unauthorized apps will be removed if deemed inappropriate.

Students are permitted to “personalize” their iPads with other apps. However, all apps must be appropriate and consistent with Catholic moral standards, as determined by the administration. Inappropriate apps will be removed if necessary.

Inspections

St. Viator/The Diocese of Las Vegas reserves the right to search iPads at any time, without warning, to ensure compliance with our policies, including, without limitation, policies on safety, theft, drug and alcohol use/possession, etc. Accordingly, no student or other person on the St. Viator/Diocese of Las Vegas premises should have an expectation of privacy. Failure to cooperate in searches or inspection may result in disciplinary action, up to and including dismissal. St. Viator uses a mobile device management tool to report current app inventory on all St. Viator devices. Periodic reports will be prepared to ensure only authorized apps are on the St. Viator devices. Students having inappropriate apps, as deemed by the administration, on their iPad will be considered in violation and subject to consequences set forth by the administration. The school reserves the right to examine, use, and disclose any data found in order to maintain the health, safety, discipline, or security of any student or other person or to protect property. St. Viator may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

Procedure for Resetting the iPad

If technical difficulties occur or unauthorized software/apps are discovered, the iPad will be restored from backup. Students are not permitted to reset the iPad themselves. The school will not accept any responsibility for the loss of any software or data deleted due to the reset and restore process.

Disciplinary action may be taken in the event of unauthorized resetting of a St. Viator iPad.

Software Upgrades

Updates to the operating system will be available from time to time. Students will be required to run iOS updates and maintains the current version available from Apple. Unless given permission, students should conduct iOS updates off site. Students unable to comply should seek technical assistance. Students are responsible for running updates on all apps installed on the iPad.

Passcode Lock

Students are required to use a passcode. The passcode must be the 4 digit family number-nothing else!