



Holy Sepulcher Catholic School

iPad Handbook and Other Mobile Device Acceptable Use Policies

2020-2021 School Year

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TECHNOLOGY INTRODUCTION

We, the faculty and staff, of Holy Sepulcher Catholic School, in order to promote and to sustain Holy Sepulcher Catholic School as a school of unparalleled quality, which integrates faith into every aspect of life and culture, producing graduates who continually strive for human and Christian perfection see technology as one of the major aspects in our quest to achieve what is best for our students. In this context, we at Holy Sepulcher Catholic School believe the following:

- Technology is a broad term that encompasses a variety of equipment and applications.
- Technology is not about “stuff” but is about information - how we access it, how we interpret it, how we use it.
- Technology is one of many tools that a school can use to enhance its educational program.
- Technology should support our basic academic mission to teach students how to read, write, calculate, research and think.
- There is no “right” technology or “best” technology; we evaluate integration in light of its educational program.
- Technology integration requires thinking differently about instruction; it has the potential to assist with more student-centered learning.
- Access to technology must be equitable.
- Ethical and moral considerations play a vital role in the integration of technology.

The vision of Holy Sepulcher Catholic School is to provide students and staff with easy access to the technologies which support its educational program. This may include, but is not limited to the following:

- Mobile devices (laptops and tablet devices)
- Presentation technologies
- Telecommunications technologies (phones, Internet access, e-mail, etc.)
- Calculators
- Instructional support technologies (items and personnel which support staff, curriculum and content)
- Productivity technologies (copiers, scanners, fax, etc.)
- Administrative technologies (Student database programs, website, etc.)
- Networking and security technologies
- Applications (educational, productivity, administrative, management, etc.)

Holy Sepulcher Catholic School has chosen to provide an Apple iPad to each school student. This handbook provides the guidelines, instructions, and responsibilities for using the iPad while a student at Holy Sepulcher Catholic School.

1. RECEIVING YOUR IPAD

1.1 Receiving Your iPad

iPads and iPad covers **and charging accessories** will be distributed and checked out to students during a classroom presentation toward the beginning of the school year. Parents and students must sign and return all required documents before the iPads can be issued to a student.

Middle School Students(grades 6-8) are expected to take their iPad home and bring it to school with them, fully charged, daily. iPads are to remain in the case they were distributed in.

iPads will be collected at the end of each school year and may also be collected during other scheduled periods throughout the school year for maintenance, cleaning and app installations. Students returning to Holy Sepulcher Catholic School may or may not retain their original iPad each year while enrolled at Holy Sepulcher Catholic School.

1.2 iPad Check-In

Each student's iPad, iPad cover, USB cable and power connector will be returned the final week of school on an announced check in date in good working order. If a student transfers out of Holy Sepulcher Catholic School during the school year, this equipment is to be returned at that time.

Students whose enrollment at Holy Sepulcher Catholic School is withdrawn for any reason must return their iPad on the date of withdrawal.

If your iPad has been determined to be intentionally damaged, defaced or in a condition not attributable to normal wear and tear, you will be fined respectively for the damage at the end of the year during student iPad check-in or when checking out to transfer to another school.*

If a student fails to return the device at the end of the school year or upon withdrawal of enrollment at Holy Sepulcher Catholic School, that student will be fined \$650 for the replacement cost of the device. Failure to return the device, cover, USB cord and power connector or reimburse the school for its replacement cost* will result in a theft report being filed with the local authorities.

**Replacement Costs = iPad \$650, iPad Cover \$30, USB Cord and Power Connector \$40*

2. TAKING CARE OF YOUR IPAD

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly* must be taken to the technology staff in the school office.

**See section 8.1 and 8.2*

2.1 General Precautions

- No food or drink is allowed next to your iPad while it is in use.
- Cords and cables must be inserted carefully into the iPad.
- To conserve battery life, the iPad screen should be turned off when not in use.
- iPads must remain free of any writing, drawing, stickers or labels that are not the property of Holy Sepulcher Catholic School.
- iPads are sensitive to temperature extremes. Do not leave them in an area where they will overheat or freeze (for example, an unattended car).
- iPads must never be left in an unlocked car or any unsupervised area.
- Students are responsible for keeping their iPad battery charged for school each day.
- Middle School (grades 6-8) iPad chargers are to be used at the student's home and left there throughout the year. iPads are not to be charged during the school day unless express permission has been given by the teacher to use the teacher supplied charger.

To not comply with the General Precautions may result in being required to check out and return the iPad each day for a minimum of one week on the first offense, a minimum of two weeks on the second offense and any additional offenses may result in the loss of iPad privileges as determined by the school administration.

2.2 Cases and Covers

Holy Sepulcher Catholic School will provide a custom case for each iPad. The iPad should stay inside the case at all times. The case will need to be returned with the iPad at check in. If a student fails to return the case at the end of the school year or upon withdrawal of enrollment at Holy Sepulcher Catholic School, that student will be subject to a \$30 fine for the replacement cost of the cover.

2.3 Screen Care

The iPad screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure and sharp objects.

- Do not lean on the iPad.
- Do not place any heavy or sharp objects on top of the iPad.
- Do not poke the screen.
- Do not use pens, pencils or any other writing instrument on the screen with the exception of iPad styluses (not provided by HSCS).

- Clean the screen with a soft, dry cloth or anti-static cloth (microfiber cloths work well). Do not spray or use any cleaners on the iPad.
- Close the cover of the iPad while moving around.

3. PROTECTING AND STORING YOUR IPAD

3.1 iPad Identification

The school will label iPads and covers. This label must not be removed for any reason. If an iPad loses its label, the student must see the IT Department for re-labeling. The school maintains a database of all iPads.

3.2 Password Protection

Students are permitted to password/passcode protect their device. However, during inspections, repairs and check-in, all passwords/passcodes must be reported to the IT Department.

3.3 Storing Your iPad

When students are not using their iPad, it is the student's responsibility to keep it safe and secure.

- Nothing should be placed on top of the iPad.
- Middle School Students are encouraged to take their iPads home every day.
- Elementary School Students will place their iPad in the classroom locking cart at the end of every day.
- iPads should not be stored in a vehicle.

3.4 iPads Left Unattended

Under no circumstances should iPads be left unattended. If an iPad is found unattended it will be taken to the Main Office or IT Department. Students **may** be charged a \$25.00 penalty fee to retrieve an iPad that has been turned in.

4. USING YOUR IPAD AT SCHOOL

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, student email and other resources may be accessed using the iPad. Students are responsible for bringing their iPad to all classes, unless specifically instructed not to do so by their teacher.

4.1 iPads Left at Home

If a student repeatedly leaves their iPad at home, they may be required to check out and return the iPad each day for a minimum of one week on the first offense, a minimum of two weeks on the second offense

and any additional offenses may result in the loss of iPad privileges as determined by the school administration.

4.2 iPads Undergoing Repair

The IT Department will make loaner iPads available when a student iPad is dropped off for repair due to normal wear and tear, insurance issues or software issues. If the repair is required due to a cracked screen, violation of school policy or malicious intent the student will be required to check out and return the loaner iPad each day from the IT Department.

4.3 Charging Your iPad's Battery

Middle School iPads must be brought to school each day in a fully charged condition. Students need to charge their iPad each evening. In the event that a student does not have a fully charged iPad or suffers a shortage of battery life during a day, it is the responsibility of that student to charge their iPad during lunch or another time of non-use. Elementary School Student iPads will be charged every night in the classroom lock cart.

4.4 iPad Settings

- Students may not change any iPad settings from the original defaults.
- Students may not upgrade their iOS even if an update is available, these will be done by the school IT Department to ensure new upgrades comply with school mobile device management solutions.
- Inappropriate media may not be used as a background or notification sound. This includes images of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures or any other material that is not school-appropriate will result in disciplinary actions.
- Students may not restore their iPad to Factory Default Settings without permission from the IT Department.
- Jailbreaking, hacking or the use of any alternate operating system is not permitted.

4.5 Sound, Music, Games and Apps

- Sound must be muted at all times during the school day unless permission is obtained from the teacher for instructional purposes.
- Students are not permitted to use the built-in camera or audio recording apps during the school day unless permission is obtained from the teacher for instructional purposes.
- Non-Educational games are not permitted during school hours.

- Students are permitted to save files, music, etc. to the iPad unless otherwise noted by administration or faculty. Files will not be backed up by the Holy Sepulcher Catholic School network. All content must be school appropriate.
- Any personal content downloaded from iTunes must use a personal Apple ID. Holy Sepulcher Catholic School's Apple ID is only for school content.

4.6 Home Internet Access

Middle School Students are allowed to set up a home Wi-Fi access on their iPads.

5. MANAGING FILES AND BACK UPS

5.1 Saving Documents to the iPad

Students are permitted to use the iPad's Internal Storage to save, transfer and work on files.

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.

5.2 Network Connectivity

Holy Sepulcher Catholic School makes no guarantee that their network or Wi-Fi will be up and running 100% of the time. In the rare event of an outage, students can still use their iPad offline.

5.3 Backups

Students are encouraged to back up personal content before Check In (see section 1.2). Holy Sepulcher Catholic School is not responsible for any lost content. Currently the best solution for backup is for students to email files to themselves. Then students can access their email via their gmail account to download the files to another computer.

Students are not permitted to authorize the Holy Sepulcher Catholic School Apple ID to sync on a home computer.

6. IPAD APPS

6.1 Pre-Installed Apps

The apps originally installed by Holy Sepulcher Catholic School must remain on the iPad in a usable condition and be easily accessible at all times. Pre-installed apps are not to be deleted for any reason.

6.2 Additional Apps

Students may be permitted to install additional apps using a personal Apple ID (see section 3.5). Apps must meet the guidelines in section 3.4 of this handbook. The school may add apps for use in a particular course.

Please note that student iPads are remotely monitored for appropriate content. The school office has the right to and is able to see installed apps on each Holy Sepulcher Catholic School device remotely, as well as control certain functionality such as camera capabilities, etc.

6.3 Inspection

iPads are the property of Holy Sepulcher Catholic School. The Administration and/or staff can request an iPad inspection at any time. Random iPad inspections will be held periodically.

6.4 Procedure for App Re-Installation

Students are not permitted to remove apps that are provided by Holy Sepulcher Catholic School (see section 5.1). In the rare event that an app malfunctions, students should bring their iPad to the Technology Manager for reinstallation. The school cannot accept responsibility for the loss of any content due to reinstallation.

6.5 Procedure for iOS Installation and Re-Installation

Students may not update their iOS or restore their iPad to Factory Default Settings without permission from the IT Department. Jailbreaking, hacking or the use of any alternate operating system is not permitted (see section 3.4). In the rare event that the iOS malfunctions, students should give their iPad to their homeroom teacher with a written explanation of the malfunction. The school does not accept responsibility for the loss of any content due to re-installation.

6.6 App Updates

Holy Sepulcher Catholic School will update iPads and apps monthly throughout the school year. Students will be unable to update pre-installed apps themselves as they are licensed to Holy Sepulcher Catholic School's Apple ID solely.

7. ACCEPTABLE USE

Holy Sepulcher Catholic School is pleased and honored to offer iPads to our students. These devices will provide tools, resources and 21st century skills to those who use it properly. To gain access to this device, students and parents must sign and return the Pledge Form to the school.

While the iPads are provided to enhance educational goals and objectives, students may find ways to access other materials that may not be considered educational or appropriate. Material should not be judged as appropriate just because the technology doesn't explicitly block access to it. For this reason, it is extremely important that rules be followed. Misbehavior could result in temporary or permanent loss of access to technology privileges. Violations may result in disciplinary action up to and including suspension or expulsion for students. When applicable, law enforcement agencies may be involved.

Many responsibilities result from the use of this technology in the educational setting.

7.1 Parent/Guardian Responsibilities

- Talk to your child about values and standards that should be followed when using the Internet.
- It is the parents' responsibility to supervise all use of the Internet while their child is using a school iPad at home.
- Holy Sepulcher Catholic School will provide a web filter for on-campus and off-campus use. The student could be subject to controversial or inappropriate content without proper monitoring. If a student uses the device in a harmful, inappropriate or illegal manner, both the student and parent will take and assume full responsibility.
- Any use of the iPad outside of the school day still falls within the guidelines of this Handbook. All students will abide by these guidelines while using their iPad either at or away from school.

7.2 School Responsibilities

- Provide Internet to its students while at school.
- Provide filter of inappropriate content both at school, and while away from school.
- Holy Sepulcher Catholic School reserves the right to review, monitor and restrict content stored and transmitted via school owned equipment.
- Provide staff guidance to aid students in using the device for educational purposes.
- Assure student compliance of this Handbook.
- Provide maintenance support.

7.3 Student Responsibilities

- Use technology in a responsible and ethical manner.
- Follow general school policies concerning behavior and communication that apply to technology use.
- Use all technology in an appropriate manner as to not damage school equipment.
- Contact school administration with any malfunction, damage or security issues.

7.4 Student Activities Strictly Prohibited

- Any action that violates the guidelines in this handbook or the Student-Parent Handbook.

- Illegal use of copyrighted materials.
- Use of Websites selling papers, reports or other forms of plagiarized work.
- Messaging, chatting or social networking services.
- Taking pictures or videos with the iPad's camera without permission from a teacher or administration.
- Inappropriate, adult or gambling games.
- Jailbreaking, hacking or installing alternate operating systems.
- Installing inappropriate apps.
- Spam or anonymous communications.
- Using school equipment or resources for financial gain.
- Vandalism.
- Participation in fraud, forgery or other forms of illegal behavior.
- Giving out personal information, except in an educational context.
- Use of any content that is obscene, offensive, threatening or otherwise intended to harass or demean others.

7.5 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity.
- Plagiarism is a violation of school policy. This includes Internet resources, graphics, videos, music and text.

7.6 Student Discipline

Technology owned by Holy Sepulcher Catholic School is first and foremost for educational purposes. This does not preclude the use of the iPad at home for other purposes. However, priority is given to the student and their use for school. While at school or at home, a student who violates any part of this handbook will be subject to consequences as outlined by school administration.

8. REPAIRING OR REPLACING YOUR IPAD

8.1 AppleCare+ Insurance

Holy Sepulcher Catholic School has purchased AppleCare+ insurance from Apple for each iPad. A copy of this policy is included at the end of this document. AppleCare+ will help cover technical issues and minor accidental damages to iPads at a cost of \$49 per claim. AppleCare+ does not include protection against normal wear and tear, theft, misplacement, reckless, abusive, willful or intentional conduct associated with handling and use. However, if a student drops their iPad and the screen shatters or spills a drink on the iPad and renders it unusable, the parent will pay the \$49 fee to fix the iPad and Holy

Sepulcher will handle the claim and repair and issue a loaner iPad to the student in the interim.

Once the AppleCare+ Insurance has been exhausted, future repairs will be handled by school Apple certified technology staff. Parents will be responsible for the actual cost of the repair.

Please note, **AppleCare+ does not cover loss of iPad or water damage**. If an iPad is lost or damaged by water, the parent is responsible for paying \$680 to Holy Sepulcher Catholic School for the replacement iPad and replacement cover (\$650 iPad, \$30 cover).

8.2 Claims

All AppleCare+ Insurance claims must be filed with the IT Department. Students are required to pay the \$49 AppleCare+ fee before the claim is reported or a loaner iPad is issued. The loaner iPad will remain at school with the homeroom teacher during non-school hours. The iPad will not be permitted to be taken off school property until the original, damaged iPad has been repaired.

9. IPAD TECHNICAL SUPPORT

The IT Department will coordinate all technical support issues. Issues related to school work will be given priority.

Students requiring assistance with their iPad should notify their teacher who will coordinate help with the IT Department.

10. POLICY FOR NON-HSCS OWNED MOBILE DEVICES

For the protection of our children, non-HSCS owned mobile devices of any kind are not permitted on school property. The **only** exception to this rule is for students who require cell phones to communicate with parents before and after school hours. In this event, students are permitted to bring a cell phone to school. However, this device must be kept turned off, and left in hanging phone holder in their homeroom, completely out of site while being transported by school bus and at all times during the school day. No cell phones are allowed to be used in any capacity while on a school bus or at Holy Sepulcher Catholic School (ie: no cameras or picture taking, no phone calls, etc.). Mobile devices visible at school (ie. not in the hanging phone holder, completely turned off) will be confiscated by school faculty/administration and handled through the Discipline Policy. On the first offense, the device will be returned at the conclusion of the school day. Following the first offense, the parent will need to pick the phone up in the school office. Parents needing to contact their child during school hours should call the school office at 724.586.5022.

IPAD PLEDGE FORM

Student Pledge for iPad Use

1. I will follow all of the policies and regulations included in the iPad Handbook while at school as well as outside of the school day.
2. I agree to return the iPad, iPad cover, USB cable and power connector in good working order.

Parent Pledge

1. I recognize that it is my responsibility to restrict access to all controversial content and I will not hold Holy Sepulcher Catholic School or its employees responsible for any content acquired by my child.
2. I will assume full responsibility for any harmful or illegal content on the iPads.
3. I will assume full responsibility for any damage that occurs to the iPad while the device is in my child's possession.
4. I understand that the iPads, cords, covers, and all school-installed Apps are the property of Holy Sepulcher Catholic School.
5. I hereby give permission to allow my child to check out an iPad for the 2019-2020 school year.

I agree to the stipulations set forth in this Handbook, the Student Pledge for iPad Use and the Parent Pledge.

Student Name (Please Print) _____

Student Signature _____ Date _____

Parent Name (Please Print) _____

Parent Signature _____ Date _____