



Quincy Catholic Elementary Schools

2020-2021 iPad Usage Agreement

Parent Documents

Quincy Catholic Elementary Schools

iPad Policy, Procedures, and Information

The focus of the iPad program within the Quincy Catholic Elementary Schools (herein referred to as QCES) is to provide tools and resources to the 21st century learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools is the iPad. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for high school, college, and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum anyplace, anytime.

The policies, procedures and information within this document apply to all iPads used at QCES, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

1. RECEIVING YOUR iPad AND iPad CHECK-IN

1.1 Students will receive an iPad, a protective case, and a charging brick with a lightning connection cable to be used for the 2020-2021 school year. Parents and students must sign and return this document before students receive the iPad. Please review these documents included in this packet.

1.2 Individual school iPads and accessories must be returned to the students' respective QCES school at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at QCES for any other reason must return their individual school's iPad on the date of termination. If a student fails to return the iPad and/or accessories at the end of the school year or upon termination of enrollment of their respective school, that student could be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad, case, charger, or if applicable, any insurance deductible. Furthermore, the student will be responsible for any damage to the iPad, case, and/or charger, consistent with QCES' policies and must return the iPad and accessories to the school in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad. Failure to return the iPad and/or accessories could result in a theft report, non-issuance of a report card, or inability to send transcripts.

2. TAKING CARE OF YOUR iPad

Students are responsible for the general care of the iPad, case, and charger they have been issued by the school. iPads, cases, and chargers that are broken or fail to work properly must be taken to the students' teacher for an evaluation of the equipment.

2.1 General Precautions

- **The iPad, case, and chargers are school property** and all users will follow this policy and the QCES acceptable use policy for technology.
- The iPad will remain in the case provided by QCES. No outside cases will be allowed to cover the iPad
- Only 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, cases, and chargers must remain free of any writing, drawing, stickers, or labels that are not the property of QCES.
- Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds, lunchroom, computer lab, classrooms, the gymnasium, restrooms and hallways, unlocked lockers or cars.
- Students are responsible for keeping their iPads battery charged for the day if the iPad is taken home. If they stay at school, students are responsible for plugging their iPad into the charging cart.

2.2 Carrying iPads

The protective cases provided with iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. In addition, iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. The guidelines below should be followed:

- iPads should always be within the protective case.
- Do not lean on the 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 the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc as it will eventually break the screen.

3. USING YOUR IPAD AT SCHOOL

3.1 If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. If a student repeatedly (3 times in two consecutive weeks) does not arrive at school with their iPad, the student loses take-home privileges for the next five school days.

3.2 Loaner iPads may be issued to students if their iPad needs repair. There may be a delay in getting an iPad should the school not have enough to loan.

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

3.4 Screensavers/Background Photos/ Sound, Music, Games or Programs

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Appropriate music is allowed on the iPad and can be used at the discretion of the teacher.
- Internet Games are not allowed on the iPads. If game Apps are installed, it will be by QCES staff.

4. PRINTING & HOME INTERNET ACCESS

Printing will be available with the iPad. Students will be given information and instruction on printing with the iPad at school.

Students are allowed to connect to wireless networks outside of school on their iPads to assist them with iPad use while at home.

5. MANAGING YOUR FILES AND SAVING YOUR WORK

5.1 It is recommended students back data up to a cloud storage system such as Dropbox for storage on a storage drive, the school's server or Google DOCS. Storage space will be available on the iPad – but it will NOT be backed up in case of re-imaging. 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 QCES makes no guarantee that their networks will be up and running 100 % of the time. In the rare case that the network is down, QCES will not be responsible for lost or missing data.

5.3 Applications on iPads

The Apps originally installed by QCES must remain on the iPad and be easily accessible at all times. Students may not remove any Apps and are not allowed to load extra Apps on their iPads. Students will not synchronize iPads or add Apps to their assigned iPad to include home syncing accounts.

If technical difficulties occur or illegal non-QCES Apps are discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

6. ACCEPTABLE USE

The use of QCES technology resources is a privilege, not a right. The privilege of using the technology resources provided by QCES is not transferable by students to people or groups outside of QCES and terminates when a student is no longer enrolled in QCES. 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 User Terms and Conditions named in this policy, privileges may be restricted, access to school technology resources may be denied, and the appropriate disciplinary action shall be applied. Each school's Student Code of Conduct shall be applied to student infractions. Violations may result in disciplinary actions up to and including suspension/expulsion for students.

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

6.2 School Responsibilities

- Provide Internet access to its students.
- Provide internet blocking of inappropriate materials as able.
- Provide network data storage areas. These will be treated similar to lockers. QCES reserves the right to review, monitor, and restrict information stored on, or transmitted via QCES owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

6.3 Student Responsibilities

- Using the iPad in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to iPad use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students own negligence, errors or omissions. Use of any information obtained via QCES’s designated Internet System is at your own risk. QCES specifically denies any responsibility for the accuracy or quality of information obtained through these services.
- Helping QCES protect our iPads by contacting a teacher about any security problems they may encounter.
- Monitoring all activity on their account.
- Students should always turn off and secure their iPad after they are done working to protect their work and information.
- If a student should receive inappropriate or abusive content (bullying or harassment) or if the subject matter is questionable, he/she is asked to inform their teacher or administration of the material.
- Returning their iPad to their school at the end of each school year.

6.4 Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials

- 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 term papers, book reports, and other forms of student work
- Messaging services
- Use of outside data disks or external attachments without prior approval from their teacher
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc.)
- Downloading Apps
- Spamming – sending mass or inappropriate emails
- Gaining access to other student’s accounts, files, and/or data
- Use of the schools’ internet/email accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, ebay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing the school’s web filter through a web proxy

6.5 iPad Care

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

- iPad batteries must be charged and ready for school each day
- No labels or stickers may be applied to the iPad, case, or charger
- iPad cases furnished by QCES must be returned with only normal wear and no alterations to avoid paying a cover replacement fee
- iPads that malfunction or are damaged must be reported to the teacher. QCES will be responsible for repairing iPads that malfunction. iPad and/or cases that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with cost being paid by the student. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally
- iPads that are stolen must be reported immediately to the classroom teacher

6.6 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.
- Plagiarism is a violation of the school's Code of Conduct. 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 software is strictly prohibited and violators will be subject to each school's Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the school.

6.7 Student Discipline

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps:

1st Offense: Student will lose ALL iPad privileges for one (1) entire school day. The student will gain privileges back the morning after the completed period.

2nd Offense: Student will lose ALL iPad privileges for two (2) entire school days, and/or take-home privileges for five (5) school days. The student will gain privileges back the morning after the completed period.

3rd Offense: Restricted iPad privileges for a length of time determined by the classroom teacher and administration.

4th Offense: Loss of technology privileges for a length of time determined by the classroom teacher and administrator.

7. PROTECTING AND STORING YOUR IPAD

iPads will be identified and labeled in the manner specified by the school. iPads can be identified in the following ways:

- Record of serial number
- School label
- Number or identifying symbol on the back of the ipad

8. REPAIRING OR REPLACING YOUR IPAD

Students and parents/guardians are not allowed to seek outside services for repair. The school will arrange for any necessary repairs to occur. Once the fee is paid in full, and the iPad is repaired, the student will be eligible to have his/her iPad reissued.

8.1 Fees

- \$75 deductible due on first damage claim and full value for refurbished iPad for loss
- \$150 deductible due on second damage claim and full value for refurbished iPad for loss
- \$250 deductible due on third damage claim and full value for refurbished iPad for loss

In cases of loss, QCES and each individual school reserves the right to determine whether the device may be re-issued in the future based on the result of an investigation. **Fees must be paid in full prior to the mobile device being re-issued.**

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Frequently Asked Questions

Why are we moving to Digital Instruction?

The changing landscape of the world's information from analog form to digital form will certainly require today's student to have a different set of skills than what was required just a decade ago. Future graduates must not be equipped with just the four R's, but also must be equipped with 21st century skills of problem solving, critical thinking, communication and technological literacy. Students will need to be able to quickly and accurately find answers to questions, synthesize information, communicate and collaborate with colleagues – not just in their own office, but with a global community of colleagues and customers. Together with parents and community members, QCES wants to help students develop the skills and knowledge necessary to responsibly navigate through this emerging modern world.

Who will receive an iPad?

During the 2020-2021 school year, all teachers and student's Kindergarten through 8th grade will receive an iPad.

How is the cost of the iPad going to affect my fees?

The cost of the iPad will not affect your school fees. The iPads were purchased by the QCES 1:1 initiative. QCES is cognizant of the fact we must keep our fees and tuition increases affordable.

Why are we assessed a technology fee?

Due to the increased technology within the schools, the fee helps subsidize the management, maintenance, tech support, etc. of all technology that is within the school building.

May I use my own personal iPad?

No. Due to the unique nature of the iPad, as well as programming and management considerations, it is not currently possible for QCES to allow individually owned personal devices.

May students take the iPad home?

Yes. After the initial pilot phase, students should take their iPads home not only for school work but also to charge their iPad.

What happens if my iPad is lost or stolen?

The iPad is the responsibility of the student. There is a fee structure in place to cover lost, stolen, and damaged iPads.

Do parents/students have a choice to not be a part of the 1:1 initiative?

QCES is a school moving into 21st century learning. We expect our students will follow. Thus, students will not be allowed to “opt out” of the QCES iPad 1:1 Initiative.