HIGHLAND CATHOLIC SCHOOL
welcoming everyone in an experience that's more than an education

1:1 iPad Technology Handbook
for Sixth, Seventh and Eighth Graders
Revised Jan 2024

We are proud of the iPad programs at Highland Catholic School (HCS)!

What prompted HCS to start its iPad program in 2011?

We wanted to give every student the tools they need to succeed in the classroom. The way students are learning is always changing! We want to continue to work with those changes to maximize every opportunity for lifelong learning. The iPad program started with a 1:1 in the 6th - 8th grades and distribution and training of iPads to the middle school staff.

Since its initiation in 2011, we have grown the iPad program to reach all staff and grades, including Preschool. The 1:1 program encompasses Kindergarten – 8th grade, with the 6th - 8th graders authorized to take their iPads out of school nightly. We have almost 400 iPads managed in our school!

And, the way students are learning is changing! We want to continue to work with those changes to maximize every opportunity for lifelong learning.

What are the benefits?

- All students regardless of learning type and level can use the iPad to adjust content to fit their own learning style. Those who need auditory instruction can listen to text though the iPad, those who are visual can easily manipulate text to fit their needs. Teachers can easily provide extra content to those gifted learners or adjust content for those learners that need additional help without singling out the student for those differences.
- The students' creative thinking is expanded by using the iPads to create products that they couldn't have in the non-digital world. "App Smashing" (starting in one app and transferring and expanding the project in another app, and then possibly to a third app) can be built into the curriculum. "Flipped" learning can be accomplished with the lecture listened to at home. Final projects can be digitally shared.
- We cut down on paper, clutter, and hopefully late afternoon trips to school. The teachers will give students pdf handouts, assignments, and some literature electronically using the Google suite of products: Classroom, Drive, Mail, Docs,

Sheets and Slides. The students will also be able to hand in documents electronically, cutting down your (and our) cost of paper and ink. Not to mention prepare them for electronic submission in high school and college.

- As a staff, we have been talking about the changes in technology in society and how to encourage positive and ethical use with our students. We want to create a culture at Highland Catholic School that embraces current and emerging technologies for all of the wonderful ways it can be used. Immersing our students (rather than just once or twice a week for an hour or so) will give us everyday teachable moments to achieve such a culture.
- For the 6th, 7th and 8th graders, the 1:1 Program gives families one more machine to help complete homework at home. More importantly, this machine is maintained and monitored by the school, leaving little for parents to do when it comes to troubleshooting and repair.
- For the Kindergarten - 5th graders, the in house 1:1 Program provides an iPad for full day school use with no sharing. iPads remain at school and are not brought home. *(Exceptions might be made for accelerated math students that need the iPad at night to view the "flipped" lecture. Other exceptions will be handled individually, as needed.)*

The following sections outline the details of the HCS, student and parent/guardian roles and expectations of the 1:1 iPad Technology Program. Your signature on the cover page indicates you agree to all the following statements.

Section 1: EQUIPMENT:

- HCS retains ownership of the iPad and grants permission to the student to use the iPad according to the guidelines provided.
- HCS staff retains the right to collect and/or inspect the iPad at any time, including inspection via electronic access. HCS staff may alter, add, or delete software.
- All iPads will come with a cover, syncing cable and AC adapter. A limited number of keyboards will be purchased and available to check out for use in school. Students are free to purchase additional accessories that do not alter the exterior and software of the iPad (e.g. speakers, bluetooth keyboard, etc.) Highland Catholic will not be responsible for lost or stolen personal iPad accessories. **Students MUST use the HCS-provided cover (including screen protector) at all times.**
- HCS will have a limited number of spare iPads, available for use while a student's iPad is being repaired.
- HCS will coordinate ALL repairs on the iPad. Students must come to the Technology Help Desk personally. HCS will track repair frequency and determine consequences for repeat offenders of irresponsible care.
- No previously personally-owned devices (even the latest version of the iPad) will be incorporated into the HCS 1:1 iPad Program.

Section 2: STUDENT CARE

- Students must not remove or interfere with the serial number or any identification labels/decals placed on their iPads. The identification label or decal must be visible.
- Students will ensure that their iPads are used in a location that is free from food, liquid, and debris.
- Students will have their iPads in sleep mode before moving even short distances. Their iPads need not be shut down other than on an airplane or during several days of inactivity. Students should double click the home button and close the open apps if the iPad is acting strangely. If the iPad is still acting strangely, restart it.
- Students will keep their iPads either secure (i.e. in a secured location in the homeroom or other secure place) or attended (with the students or within the students' sight) at all times. iPads should NOT be taken to the gym (unless requested by Mr. Petersen), cafeteria, bathroom or recess. Secured locations will be offered in each homeroom.
- When retrieving an iPad from a secured location, the student may only retrieve their assigned iPad. A student should not be in possession of another student's iPad.
- the iPad should not be left in the student's locker overnight. If the iPad is not needed at home, the iPad can be securely stored in students' homerooms.
- iPads left in unattended bags or in empty classrooms are considered "unsecured." As a protection against theft, the iPad will be confiscated by school staff and brought to the HCS Technology Lab.
- When transporting to/from school, students should place their covered iPads in their school bags. Students must not overstuff their backpacks as extreme pressure on an iPad can cause permanent damage to the screen and other components.
- Students must not let anyone use their iPads other than their parents or guardians.
- Students must be responsible about where they use iPads outside of school (sporting events, parties, bus). A student should not "advertise" that there is an iPad in a backpack, because of potential theft and/or usage requests.
- Students will bring their iPads to school every day with a minimum charge of 70%. Their iPads need not be charged nightly, but the battery should not be completely drained.
- Students should never leave their iPads in extreme heat, cold, or moist environments (e.g., an unoccupied car).
- Students should not do anything directly to their iPads that will permanently alter them in any way. Students can choose to decorate their iPad covers in an appropriate manner. If it is the judgment of the HCS staff that the cover decorations are inappropriate or offensive, the cover must be replaced immediately at the family's cost.
- When cleaning the screen protector case, the students should put the iPad to sleep mode and then dampen a soft, lint free cloth with glass cleaner, avoiding getting moisture in any opening. Students should NOT remove their cover and spray anything directly on their iPads.

Section 3: STUDENT USE:

- Strict adherence to the HCS Acceptable Use Policy and Bullying Behavior Policy is required. If students are in doubt about acceptable use or bullying, they should ask someone within the HCS Technology Department or their homeroom teacher. Both of these policies can be found online at www.highlandcatholic.org under Current Parents > Handbook and Policies.
- All network access will be routed through the HCS content filter. Social media sites (facebook, instagram, snapchat, twitter, etc.) will be blocked. The App Store is removed from the iPad and no additional apps will be installed by the students, regardless if they are already personally owned. Installation of apps must be initiated by the HCS technology department
- Students are only allowed to connect to assigned school network for wi-fi access when within the school building.
- The students should not log into another student/family's iTunes account.
- HCS will periodically conduct maintenance that will require students to turn in their iPads for synching to load new content, update existing content and/or remove unwanted content. Each maintenance cycle may involve students re-transferring their personally purchased content (music, video and/or iBooks). HCS will not be responsible for backing up personally purchased content that was transferred by the student.
- Student messaging to teachers and other students, email, web browsing, calendar, assignment logging, and blogging will be done through the Google suite of products: Google Classroom, Docs, Sheets, Slides and Calendar applications.
- Students with special learning needs may have additional applications loaded on their iPads as needed. Cost of the additional applications will be covered by the family, unless an exception has been documented and approved by Jane Schmidt.
- Appropriate and respectful language should be used in all communications.
- Copyrighted material is protected by law. Any use of copyrighted material must be cited in any school work.
- Students should not use the iMessage, Camera, Video or FaceTime capabilities of the iPad during school hours UNLESS its use is requested by their teacher. In addition to the teacher's permission to use these capabilities, the student being photographed, recorded and/or videoed must provide his/her permission.
- Students should never share passwords. Students must never use their passwords to help someone else log in.
- Students must use Google Docs or email to ensure a backup of all the school files. HCS is not responsible for backing up any iPad content.
- Students must NOT change the configuration of their iPads, including network and security settings.
- Students may use personal printers if compatible with their iPads. Multiple printers will be available at HCS for iPad file printing.
- Students must NOT do the following: Use, tamper or harm another student's iPad; use or attempt to use another student's or HCS staff member's subscription, logins, files or personal information OR intentionally spread or create a computer virus.
- The students must produce their iPads for staff inspection upon request at any time.

Section 4: OFFENSES AND CONSEQUENCES:

For any technology, responsible use and appropriate use go hand in hand. An important part of the HCS iPad Program is monitoring responsibility and appropriateness. Violations of the rules of the program will have the following consequences:

For **Careless Handling**, the student will be responsible for any damage that occurs to the iPad for the remainder of the year including a first time breakage after one violation. Please see the Damages section for repair/replacement costs. Carless Handling includes:

- taking off any part of the case for any reason
- throwing the iPad
- eating or drinking near the iPad
- slamming the iPad

For **Irresponsibility**,a count of violations will be kept and, upon receiving **three** violations, the iPad will be kept in the Computer Lab overnight. Irresponsibility violations include:

- leaving the iPad at home (including the iPad being brought to school by a parent),
- bringing the iPad to school with less than a 70% charge,
- opening the iPad before the teacher begins class,
- keeping the iPad in a locker, instead of returning it to homeroom (e.g. during physical education or lunch/recess),

For **Inappropriate Use**, functionality will be reduced (temporarily or permanently) by removing applications or capabilities of the iPad. For instance, a student's iPad may lose music, camera, audio, messaging, email, and/or Internet capability. Violations for inappropriate use include:

- using the iPad during study hall without teacher permission
- accessing another site on the iPad other than what was instructed by the teacher,
- editing, sharing or deleting someone else's content (i.e. 6th grade 2:1 program)
- downloading apps,
- adding inappropriate decorations to the case or inappropriate photo, video, or music content,
- opening the iPad during a period when a test it taken, unless the teacher gives permission,
- recording audio or video, or photographing, without teacher permission AND permission of the subject being recorded or photographed,
- using the iPad to harm the feelings, self-esteem, or reputation of students or faculty.

Functionality may be restored at the discretion of faculty or technology staff, after a period of time or through redemption activities (cleaning and other community service).

All incidents of theft, loss, and damage must be handled by HCS technology specialists. A damaged iPad must be brought to the HCS Technology Office in a timely manner where the issue will be documented. Students must be honest and specific about the circumstances of theft, loss, or damage.

Defective iPad

- If it is determined that the problem is the result of a manufacturer's defect or is the result of normal use, there will be no cost to the family for the repair. The student will be issued a temporary replacement and will be notified when the original iPad may be picked up.
- *A Defective iPad is not an offense and there are no consequences to the student.*

Damaged iPad

- In the 1st case of accidental damage, there will be no cost to the family and a temporary iPad will be provided during the repair.
- In the case of intentional damage, the family will be responsible for the cost of the repair of the iPad. A temporary iPad will be provided during the repair.
- A lost or damaged power cord must be replaced, and the cost will be covered by the family (approximately $40).
- A lost or damaged cover will be replaced by HCS, and the cost will be covered by the family (approximately $40).
- A student who frequently damages the iPad may lose the option to take the iPad home or may continue with the iPad program with only restricted iPad use.

Stolen iPad

- In case of theft, the family must file a police report and notify the school. Once the police report is available to the school, there is a charge up to $400 to the family to cover the cost of the replacement. The HCS business office will send an invoice with the amount of the charge. The student will be issued a replacement iPad once the invoice has been paid.
- Each iPad is configured with a GPS locator to aid in its recovery.

Lost iPad

- If an iPad is lost, no police report can be filed. The charge to the family will be the cost of a new iPad. The HCS business office will send an invoice with the full cost of the iPad. The student will be issued a replacement iPad once the invoice has been paid.
- A student with a frequently lost iPad may lose the option to take the iPad home or may continue with the iPad program with only restricted iPad use.
- Each iPad is configured with a GPS locator to aid in its recovery

Section 5: PARENT/GUARDIAN AGREEMENT:

- Parents/Guardians are an integral element to the success of this iPad program.
- Parents/Guardians must read HCS Acceptable Use Policy, Bullying Policy and the HCS 1:1 iPad Technology Handbook and discuss the contents of these documents will their child(ren). HCS Acceptable Use Policy and Bullying Policy are available for review anytime at www.highlandcatholic.org.
- Parents are encouraged and expected to inspect their student's iPad on a periodic basis to ensure appropriate use: look through apps, music, books, and videos

loaded by HCS and personally transferred by the student. If appropriateness is in doubt email k.atlas@highlandcatholic.org. This is a school-owned device to which the parent/guardian has full access for monitoring.

- Parents/Guardians understand that the use of HCS Internet content filter is for home and school use. The content filter precludes their child's use of social networking (e.g. facebook, twitter), but cannot guarantee that all Internet content will be appropriate. For this reason, students should use good judgment in adhering to the HCS Acceptable Use Policy. Please refer to the HCS website for an explanation of the content filter's capabilities.
- Parents/Guardians understand that the iPad is being provided for educational use and should not be assumed to be a technology tool or "toy" for the whole family.
- Away from school, parents/guardians will ensure the iPad is used in a location which is free from food, liquid and debris.
- Parents/Guardians understand that students may use the iPads in locations other than home and school, but only with parent/guardian's permission, and only with the knowledge that the parent/guardian is financially responsible for loss and damage that may occur.
- Parents/Guardians will NOT attempt to repair or alter the iPad.
- Parents/Guardians understand that they are responsible for certain costs related to the iPad's loss or damage that are not covered under warranty.

Section 7: HCS STAFF RESPONSIBILITIES:

- Middle School faculty and specialists will attend ongoing mobile device training from Apple Computer.
- Staff will define the criteria for the success of HCS iPad Program.
- Staff will incorporate the iPad as appropriate into the school curriculum.
- Staff will research reference sources and textbooks available in electronic form and apps appropriate for seventh and eighth grade use on the iPad on a continuing basis.
- Any staff member can inspect a student's iPad to ensure appropriate use.