

Cretin-Derham Hall iPad Program Basics

This document addresses policies and procedures related specifically to Apple iPad devices **issued to the student by CDH**. In conjunction with Cretin-Derham Hall's *Technology Acceptable Use Policy*, and *Responsible Use Policy*, guidelines are established for acceptable use of iPads for CDH community members. This policy is based on a philosophy of

- Upholding the mission and values of Cretin-Derham Hall;
- Protecting the safety and security of faculty/staff and student information;
- Maintaining the integrity of the Cretin-Derham Hall network;
- Facilitating the use of technology tools for teaching and learning.

The CDH Administration may introduce new rules and procedures to this policy, or modify existing ones, and reserves the right to interpretation at any time.

A. General Information and Use

A.1 Required documentation

Cretin-Derham Hall will issue an iPad to each student.

A.2 Conditions of use

Student use of iPads is a privilege and its use is conditional upon compliance with the school's Responsible Use Policy, copyright compliance, and other policies and procedures outlined in this manual. Cretin-Derham Hall retains ownership of iPads, cases, and power cords issued to students.

A.3 Daily Use

iPad devices are intended for school use each day, both for classroom work, and for delivery of school messages, announcements, calendars and email. Students are responsible for checking communication from their teachers and school.

Students are required to bring their fully charged devices to school each day. If they fail to bring their iPad, or have an uncharged device, they are still responsible for the completion of all coursework in a timely manner. Students are not to lend or borrow iPads for any reason. Failure to have a usable device at school may result in student detention.

A.4 Security and Privacy

Students are expected to

- Refrain from attempting to use another student's or teacher's assigned iPad, subscriptions, log-ins, files, or personal information.
- Refrain from sharing login information such as passwords, and from logging in as another person.
- Refrain from giving out personal information, such as name, address, photos, or other identifying information online.
- Refrain from removing or attempting to remove asset or identification tags on hardware or cases.

A.5 Screensavers and Background Images

Any image or media on student iPads must reflect the mission and values of CDH. Any image or media deemed inappropriate by CDH may not be used.

A.6 Passwords

Each student device must be protected with a four-digit password. Passwords must be kept confidential. Students are required to unlock the iPad at the request of any staff member, or parent/guardian. Parents/guardians are encouraged to regularly check the content of students' iPads.

A.7 Printing

Students are encouraged to receive and submit documents electronically. In those cases where printing is required, students are allowed to wirelessly print from the iPads to designated printers within CDH.

A.8 Internet Access

Students will have Internet access while on the CDH campus. Students are allowed to set up wireless networks on the devices for use at home.

A.9 Managing Files and Saving Work

It is the responsibility of the student to back up the device on a regular basis, using cloud storage. Mechanical failure, accidental deletion, iPad reimaging, etc. are unacceptable reasons for late schoolwork.

Students may be asked to delete personal apps, music, photos, etc., if storage space on the iPad is needed.

B. Acceptable Use Policy

All components of the Cretin-Derham Hall Student Technology Acceptable Use Policy apply to the use of iPad devices, whether personally owned or part of the CDH iPad program.

C. Care and Maintenance

C.1 General Care

Students are expected to care for their iPad both at school and at home. iPads should not be subjected to excessive weight, temperature extremes or direct sunlight. To prevent damage, cords and cables must be carefully inserted into the device.

C.2 iPad Screen

Device screens can be damaged if subjected to rough treatment. iPads must be in the school issued case at all times. Even with this protection, caution must be exercised. The screens are particularly sensitive to damage from excessive pressure on the screen. This pressure can occur with an overloaded backpack. Please be mindful that devices are sensitive to weather conditions and should not be stowed in extreme weather conditions such as heat, cold, or rain.

- When the iPad is being transported in a backpack, exercise caution in loading the iPad and handling the backpack.
- Do not lean on the top of the device.
- Do not place anything on or near the device that could put pressure on the screen.
- Do not place anything in the school issued case that will press against the cover.
- Clean the screen with a soft dry cloth or anti-static cloth without cleaning solution.
- Do not bump the device against lockers, walls, car doors, floors, etc, even when contained in a backpack.

C.3 iPad Protective Case

The iPad comes with a school issued case, which must remain on the iPad at all times. The purpose of the case is to protect the iPad, especially while the iPad is being transported. Even with the protective case, there is no guarantee of screen protection. CDH-provided iPads and protective cases are the property of CDH, and must not be defaced in any way.

C.4 iPad Battery

The iPad should be charged, using the provided wall charger, and brought to school fully charged each school day. A fully charged battery will typically last for an entire school day's use. It is the student's responsibility to charge the battery each night.

Failure to charge the iPad battery may result in a student's inability to use the iPad during the school day. As stated in A.3, students are responsible for completion of assignments in a timely manner. Failure to bring a usable iPad to class may result in a detention.

D. Loss, Theft, Damage, Student Withdrawal

D.1 Loss or Theft

If a CDH-owned iPad is lost or stolen, it must be reported to the technology staff. If the iPad is found, this should be reported to the technology staff. It is the responsibility of the student to recover or pay to replace the lost iPad.

D.2 Damage

If your CDH-owned iPad fails to work or is damaged, report the problem to the technology staff. Do not attempt to repair the iPad or to gain access to the internal electronics. You will be issued a different iPad to use for school

D.3 Damage to operating system

Any changes to or altering of the device's original operating system, including jailbreaking, is strictly prohibited. Any case of jailbreaking will result in disciplinary action, which may include suspension from classes and financial restitution to the school for damages incurred.

D.4 Cost for damage repair and replacement

The iPads are covered by Apple Care.

- A valid defect in materials and workmanship will be covered by Apple.
- A student who damages the iPad, such as a broken screen, headphone jack, lighting port, will receive one repair at no charge.
- All damage after the first incident will result in a charge to the student's tuition bill for the repair.
- Damage to iPad cases will result in a full replacement charge to the student's tuition bill

D.5 Student Enrollment/Withdrawal

Students who terminate enrollment at CDH for any reason must return the CDH iPad, case, and power cord to the CDH Technology Staff on the date of termination. Any damages to the iPad or case, or missing items, will be charged to the student's tuition statement. If a student fails to return the device, case, and/or power cord at the end of the school year, or upon termination of enrollment at CDH, the student will be charged the full replacement cost on a final tuition bill.

E. Web/Internet

Cretin-Derham Hall's Acceptable Use Policy applies to all iPads when they are accessing the Web or Internet.

F. Apps/Downloads/Music/Games

F.1 CDH Required Apps

All students must install CDH-required apps. After careful review for educational appropriateness, some apps for ages 17 and above may be required.

iPads are provided for educational use. Gaming or any other non-academic use during class periods is not allowed.

Violations will be reported to the Deans of Students.

G. Cameras and Microphones

The iPad comes equipped with audio and video recording capabilities through a built-in microphone and front and rear-facing cameras. Improper use has serious ethical and legal implications.

G.1 Policy compliance

There may be appropriate academic uses for video and audio recording with the iPad. All electronic recordings created with the device must comply with CDH policies, State and Federal laws, and must reflect CDH mission and values. CDH prohibits secret or surreptitious recording undertaken without the knowledge and consent of the person or persons being recorded. CDH policy prohibits the use of electronic recording devices in a manner that compromises the privacy interests of other individuals (See CDH Harassment Policy). CDH policy also prohibits harassment and bullying (Harassment Policy) in all forms. Use of the iPad in a manner that violates CDH policy may result in revocation of the device and further disciplinary consequences.

Users of the iPad should be aware that State and Federal laws in many instances prohibit secret or surreptitious recording undertaken without the knowledge and consent of the person or persons being recorded. Violations of State and Federal recording laws may be reported to the proper authorities and may result in criminal prosecution.

G.2 Classroom Use

Use of the iPad and any other devices with audio and video-recording capabilities for instructional use is at the discretion of the teacher, and the student must obtain prior approval to use the device for such purposes. Users must obtain prior permission before **any** electronic recording or image (for example, a classroom project filmed in a hallway). Any electronic recordings obtained with the recording device at any time are for instructional/educational purposes. Therefore, electronic recordings obtained with the iPad may not be shared, published or re-broadcast for any reason by the student without permission of the instructor and the involved parties. This includes, but is not limited to Facebook, YouTube, and Twitter.

G.3 Locker Rooms

The Minnesota State High School League mandates that all audio and video equipment be powered off while in school locker rooms. Cretin-Derham Hall complies with this mandate. In addition, iPads must be locked securely while being stored in locker rooms.

G.4 Altering iPad Settings

iPad restrictions are to be set only by the technology staff. If a parent or student sets restrictions without the knowledge of the technology staff, the student may have difficulty-completing classwork, and the technology staff will return the iPad to the original image. Parents who have concerns about their student's use of the iPad should contact the appropriate dean.