

CRETIN-DERHAM HALL iPad POLICY

Introduction

This document addresses policies and procedures related specifically to Apple iPad tablet devices, **whether student-owned or issued to the student by CDH**. In conjunction with Cretin-Derham Hall's *Technology Acceptable Use Policy*, it establishes the guidelines 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 computer system;
- Facilitating the use of technology tools for teaching and learning.

Cretin-Derham Hall (CDH) is committed to educating students for the 21st century. By implementing a 1:1 initiative using Apple iPad tablet devices, our students will have continual access to rich learning resources and will be taught multiple literacies to become responsible, digital citizens. The iPad devices will serve as a tool to enhance students' critical thinking, communication, collaboration, and creativity skills.

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 contingent on submission of a signed *CDH 1:1 iPad Program User Agreement*.

Students may opt to use a personally-owned iPad2 or higher in lieu of using a CDH-issued iPad, contingent on Submission of a signed *CDH 1:1 iPad Program User Agreement*.

A.2 Conditions of use

Student use of iPads is a privilege and its use is conditional upon compliance with the school's Technology Acceptable 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 before the start of

each school day, and during the last period of the day. Their last period teacher will determine whether that check takes place at the beginning or the end of the period.

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 log-in 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 user to back up the device on a regular basis, using cloud storage or another method. When an iPad needs to be re-imaged, the Technology staff will not back up or save items stored on the iPad. Mechanical failure, accidental deletion, iPad reimaging, etc. are unacceptable reasons for late school work.

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

A.10 Food and beverages

The iPad may not be used during lunch in the cafeteria , or anywhere else where food and beverages are being consumed.

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. When not in use, closing the iPad case will save battery life and protect the screen. 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.

C.5 Loaner Devices

Subject to availability, loaner iPad devices may be issued to students when they leave their CDH-provided device for repair in the Technology Help Center. Loaner devices are not available to those using a personally-owned iPad.

D. Loss, Theft, Damage, Student Withdrawal

D.1 Loss or Theft

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

D.2 Damage

If your CDH-owned iPad fails to work or is damaged, report the problem to the technology department as soon as possible. Do not attempt to repair the iPad or to gain access to the internal electronics. iPad repair/ replacement options will be determined by the CDH technology staff. You may be issued a temporary iPad until your iPad is working properly or replaced (see C.5).

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

Estimated replacement cost for damages and repair are reflected below:

- Damaged or broken screen may cost up to \$100 depending on what layer of the screen is broken
- Replacement cost for the provided iPad case is \$25
- Replacement cost for the provided iPad wall charger is \$40
- Replacement cost for the entire iPad is \$375
- There will be a deductible or copay charge of \$40 for other repair requests

D.5 Student Enrollment/Withdrawal

Students who terminate enrollment at CDH for any reason must return their CDH-owned tablet device, case, and power cord to the CDH Technology Department on the date of termination. Devices must be returned in good, working condition. It is the sole discretion of CDH to make determinations on device condition.

If a student fails to return the device, case and/or power cord in good working condition at the end of the school year or upon termination of enrollment at CDH, a theft report may be filed with the St. Paul Police. The student will also pay the replacement cost of the device and/or missing items.

Furthermore, families are responsible for any damage to the device, not covered in CDH's Insurance Plan.

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. A list of CDH approved apps will be available on the CDH website. Students must update these apps, as needed. The use of apps, including music and texting, while at CDH is up to the classroom teacher or personnel supervising a designated area or event.

F.2 Personal Apps, Music and Games

iPads are being implemented for educational activities, but it is recognized that students may want to add their own apps, music or games. Contingent on available space on the iPad (CDH-owned or student-owned), students may add their own apps, music, and

games by using a personal Apple ID account. Use of shared family Apple ID's is discouraged. All apps, music and games must be consistent with the mission and values of CDH as stated in CDH's acceptable use policy. This includes music lyrics. If unacceptable items are installed on the iPad, the device will be restored to its original content/image. CDH does not accept responsibility for the loss of any apps, music, games, or documents deleted from a student iPad due to a reformat and/or re-image of the iPad.

iPads are provided for educational use. Gaming or any other non-academic use during class periods is not allowed. Teachers are responsible to enforce a positive learning environment.

All violations must be reported to the Deans of Students. Consequences will include:

1st violation) 1 hour detention

2nd violation) Saturday detention

3rd violation) Parents will be notified and iPad will be locked to restrict use to only CDH required apps.

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 and individual use. 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 Tech staff, the student may have difficulty-completing classwork, and the Tech 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.