



# iPad Program Acceptable Use Policy

The integration of iPads into our classrooms is an initiative at Central Catholic to provide tools and resources to the 21<sup>st</sup> century learner. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for college and the workplace. This program also brings to the forefront the opportunity to teach young people their **moral role and responsibility in the proper use of technology and to enable them to apply ethical filters to the endless stream of data from the global environment.**

The goals of Central Catholic High School through iPad implementation are to:

- Prepare students to succeed in today's ever changing technological world
- Foster critical thinking and problem solving
- Encourage the ethical use of technology and devices
- Shift the classroom environment from teacher-centered to student-centered
- Provide a safe learning environment utilizing technology

## **Administrative Rights**

The school administration has the right to add and/or modify any rules and restrictions to the Acceptable Use Policy throughout the school year, as it sees fit. If changes are made during the school year, an email will notify students and parents of the update. A notification of the change will also be posted onto the Central Catholic High School website ([www.cchseagles.com](http://www.cchseagles.com)).

## **iPad Program Basics**

Each student at Central Catholic High School is issued an iPad at the beginning of each academic school year. Incorporated into each student's tuition and fees are the fees associated with school's iPad program, with the exception of Apple Care + accidental breakage claims. The fees associated with this program cover the following:

- Use of an Apple iPad, official Apple power adapter, official Apple USB to lightning cord and a mandatory school-issued iPad case.
- On-site technology staff support

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- Basic core apps needed for use in the classroom, as well as content- specific iBook textbooks
- Apple Care+ Warranty (3 years): This warranty covers many issues with the EXCEPTION of breakage or misuse. Each Apple Care+ warranty includes TWO accidental incident claims at \$50 per claim. Payment of this claim must be made in advance of the repair. A loaner unit will be issued to the student when the claim is paid. More information about Apple Care+ can be found at <http://apple.com>. Intentional abuse or damage to an iPad is NOT covered by the Apple Care+ warranty. If a student intentionally damages their school-issued iPad, the student is responsible for the full replacement cost of the device. Disciplinary action will be taken, as well.
- Access to a loaner iPad in the instance that the student's iPad is being repaired/replaced under warranty
- School email account—only a student’s school email account can be added to a school-issued iPad—no personal email accounts are to be installed on a student’s school iPad.

## **Help Desk**

An iPad Help Desk is in place and is designed to provide assistance to students, parents and teachers. The iPad Help Desk is located in Mr. David Irwin's Office, located in the school’s front office suite.

The Help Desk will operate from 7:15 AM to 2:30 PM. Questions concerning iPads can also be addressed through phone calls (985) 385-5372 Ext 315 or email [dirwin@htdiocese.org](mailto:dirwin@htdiocese.org). Email is the quickest and easiest way to contact the Help Desk.

### **What if something goes wrong?**

- When there appears to be a physical/hardware issue with an iPad, students must not try to fix it themselves! Instead they should take it to the Help Desk as soon as possible.
- Students may try to fix software issues, but should visit the Help Desk instead of spending a lot of time on these issues.
- When necessary, students should plan on visiting the Help Desk before school, between 7:15 and 7:30 AM.
- Students are encouraged to visit the Help Desk if they have questions.
- The Help Desk will also provide assistance with problems regarding the backing up of data to iCloud.

## **Data Storage and Email**

All storage and network communication provided by Central Catholic High School remains property of Central Catholic High School. The school seeks, where possible, to honor the privacy of the individual

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student. It does, however, reserve the right to access any files, email or other information stored on or communicated through its property and will do so if a compelling reason arises. CCHS retains the right to monitor network activity in any manner it sees fit. **The student has no reasonable expectation of privacy with regard to the use of school technology.**

- It is the responsibility of the student to back up his files! Students should back up critical files to iCloud or email the documents to the student's school email address. Other storage apps, such as Google Drive, can be used as well.
- Email communications are expected to uphold the values of the school. Emails should not be of a nature that demeans the school's or student's reputation. The primary use of the iPad at school is for EDUCATIONAL PURPOSES and it is important that this premise be at the forefront of all email communications.
- Email communications with a faculty member or administrator should always be directed to the school's htdiocese.org account instead of a personal account such as yahoo, gmail, etc. Students should always use their school email account (@[cchseagles.com](mailto:cchseagles.com)) when communicating with teachers. Teachers have been directed not to correspond with students who do not use their school email accounts for communication purposes.

### **System Security**

The term security refers to any actions, behaviors, or software tools that enhance the safekeeping of a student's personal data or the successful operation of general network functions. It is important for students to take the necessary security measures to maintain the lifetime performance and efficiency of their iPad. Central Catholic High School makes every effort to provide tools that provide protection from these risks. Even with these efforts, iPad users' behaviors are the first line of defense.

- Any attempt to circumvent system security, guess passwords, or in any way gain access to secured resources or another's files is strictly forbidden.
- Content filtering while on the CCHS network is supplied by the Archdiocese of New Orleans. For this reason it is prohibited for students to connect to ANY wireless system other than CCHS's while on campus. Connecting to a phone's personal hot spot is strictly prohibited.
- **"Jailbreaking" is strictly prohibited.** It will result in the iPad having to be restored to its original configuration and this process will delete all locally stored information. This practice also voids the warranties and insurance. If a school owned iPad is "jailbroken", it will be restored at the parent's expense.

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## **Reporting**

In the event that an unacceptable site for material is accessed on the Internet, the student is required to close the application or click the back button. The student should report the incident to the teacher immediately.

## **Battery Charging**

**Students are required to charge their iPad batteries overnight so they are ready for work the next day.** While many classrooms and other locations within the school do have places for students to charge their iPad, it is impossible to accommodate all students. Therefore students should not assume that they will have an opportunity to charge their iPad at school instead of charging it overnight at home.

In order to extend the functional life of the iPad while running on batteries, it is recommended that students allow the iPad to go into standby mode when not being used.

- Research also indicates it is harmful to leave an iPad in a hot environment such as a parked car. Excessive heat also damages the battery.
- Manufacturer's recommend that the battery be allowed to go down below 20% and then be charged up to 100%. This scenario is not always possible, but making efforts to operate in this manner will extend the life of the battery.

## **Damage and Theft**

Students are responsible for the repair costs for their iPad in the event of damage. Apple Care covers some incidents and is evaluated on a case-by-case basis. In the event that a student's iPad is damaged, the student is required to report the incident to the IT Director immediately. From there, the iPad will be assessed and a cost will be determined. The IT staff will contact parents in the case that payment is required and will collect funds for repairs. In some cases, repairs will not be initiated until payment is made.

iPads are very portable and expensive and therefore need to be secured properly when not in the student's possession. Students should LOCK UP their iPad in their school lockers versus leaving them in an unattended school bag during recess, at lunch, or at church. It is recommended that students not leave their iPads on campus at the end of the day or over vacation days. After school activities on campus should provide a secure location for the safekeeping of the iPads during meetings or practices. Students should inquire from their coaches or club moderators about these secure locations. Students must take advantage of these locations and not leave iPads unattended while at an after school activity. Leaving iPads in a hot car during after school activities or practices is strictly forbidden. Hot environments can damage the device and hinder its performance.

- **Students should not leave iPads unattended**
- Students should not loan their iPad to anyone

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- Students should **always** keep the iPad in its case to provide adequate protection from accidents

## Reporting Theft or Damage

- **On campus:** Report missing iPads IMMEDIATELY to the Help Desk or to the school office. Measures will be taken to locate the device. If necessary, an iPad will be issued from the loaner pool. An official report of the loss or theft of an iPad will be completed by the Help Desk.
- **Off Campus:** It is the student's responsibility to report a theft as soon as possible to the local police department and to Central Catholic High School ([ipadhelpdesk@cchseagles.com](mailto:ipadhelpdesk@cchseagles.com)). The student must present a copy of the police report and case number before a replacement iPad will be issued.
- Students are responsible for replacement of stolen or lost iPad. **Replacement cost will be pro-rated based on the age of the unit.**

## Proper iPad Care

This section is intended to provide a series of guidelines to help ensure the proper care of the iPad. While this list is quite in-depth, it cannot serve as a complete list. In addition to the following guidelines, students are expected to use common sense and best judgment to protect the iPad on and off campus. Failure to follow these guidelines may result in disciplinary actions and/or financial responsibility for loss or damage.

It is our expectation that students act responsibly to maintain the device and minimize damage.

- Keep the school-issued case on the iPad to reduce the possibility of damage due to dropping or incidental scratching of the screen.
- Ensure that the case is closed properly before moving around with the iPad. It is easy to get accidentally bumped when moving from class to class. This could result in a dropped iPad which could result in a cracked screen, cracked case, or other damaging results.
- Liquids and other debris can damage the iPad, so avoid eating or drinking directly near the iPad.
- Taking care of the screen:
  - o The iPad's screen is very susceptible to damage from excessive pressure
  - o Choose a stylus that does not scratch the screen (a rubber tipped stylus works best)
  - o Use the stylus with a light touch
  - o Clean the screen as you would a camera lens or a good pair of glasses using non-abrasive cloths and specially designed cleansers. Never use a scouring cleanser as it will scratch the delicate screen

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- Mind the temperature
  - o Summer temperatures here in south Louisiana reach over 95 degrees on a daily basis. Keep your iPad with you in an air conditioned environment during the summer months. Avoid exposing your iPad to intense sun rays as this could prove harmful or even fatal to your battery. Heat is known to quickly kill the lifespan of a battery. Never leave an iPad in a hot car.
  - o It is recommended that you keep your iPad between 40°F and 85°F. By allowing the chemicals in your battery to get extremely cold in the winter then heat back up during use will also contribute to shortening your overall battery life.
- Charging your Battery
  - o “Topping off” your battery in anticipation of several hours away from an AC outlet is okay. As a matter of fact it’s okay to charge your battery from any state/level of discharge to suit your needs. The most important thing to remember in regards to your charging practices is avoid leaving your battery at 0% charge for more than 5-7 days. It is a good idea to keep your battery at a level over 20% charge on a regular basis. It is also a good idea to run your battery down below 20% and recharge it fully once every few weeks. This will keep the cells within the battery “alive”.

## Prohibited Practices

- Conducting or participating in any actions which are illegal (according to city, state or federal law)
- Transferring copyrighted material to or from an iPad without the expressed written permission of the owner is a violation of Federal Law.
- Using technology to threaten, bully or harass others
- Deleting, disabling, or replacing apps that are part of the original iPad configuration without consent
- Infringing software, copyright or licensing software
- Purposefully viewing, displaying, storing, or transmitting obscene or discriminatory material
- Conducting commercial or private business enterprises that are contrary to the teachings of the Catholic Church
- Sending unauthorized bulk or random messages
- Sending emails to teachers or fellow students without using the cchseagles.com domain email system (If a student receives email from a teacher/coach that is of a personal nature not

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pertaining to school-related matters, the student is required to report the incident to the school office immediately.)

- Soliciting for organizations that are contrary to the teaching of the Catholic Church
- Destroying the integrity of iPad-based information
- Altering system files or configurations to disrupt computer functions
- Seeking or gaining unauthorized access to network resources or resources on the internet
- Attempting to breach security mechanisms
- Communicating with others in any manner which reflects negatively on CCHS
- Changing or distributing school assigned passwords

### **Being Unique and Successful**

Students may not mark on the iPad itself or remove or destroy identifying labels or engravings. Students may uniquely identify their iPad case by placing their school-issued student ID into the ID slot located on the cover of the case. Students are not to place stickers or writings on their school-issued iPad case.

It is recommended that students:

- Use a passcode. It is the first line of defense. REMEMBER YOUR PASSCODE!
- Have the iPad charged at the beginning of each school day. Students should arrive to school with a fully charged battery.
- Update apps on a regular basis/when updates are available, unless otherwise specified
- Work independently unless working on an authorized group or class project.