



Transfiguration Catholic School

1:1 iPad Program

Handbook, Policies, and Procedure Manual

The following sets forth the expectations, responsibilities, and agreements between students and their parents/guardians, on the one hand, and Transfiguration Catholic School, on the other hand, as a condition to each student's receipt of an iPad for educational purposes at Transfiguration Catholic School (the "iPad Program").

As the iPad Program evolves, we will add information to this handbook and distribute it to students and their families immediately, as well as post it on our school website. Transfiguration Catholic School reserves the right to modify this iPad Handbook, Policies and Procedures Manual and otherwise make any other modifications to the iPad Program at its sole discretion and without prior notice.

The following sections outline the details of the Transfiguration Catholic School, student and parent/guardian roles and expectations of the 1:1 iPad Technology Program.

Section One: EQUIPMENT

Transfiguration Catholic School retains ownership of all iPads and grants each student a non-exclusive revocable license to each student to use the iPad for educational purposes only in accordance with the foregoing terms and conditions, and subject to full and complete compliance by each student and family with all applicable student, parent and school policies and procedures including, but not limited to, the school's tuition policy. In the event of a violation of any of the foregoing terms and conditions and/or any applicable school policy or procedure, Transfiguration Catholic School expressly reserves the sole and exclusive right, at its sole discretion, to revoke access to, and/or use and/or possession of any student's iPad.

Transfiguration Catholic School 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 limited warranty, protective case, and syncing cable and AC adapter. Students are free to purchase additional accessories that do not alter the exterior and software of the iPad (e.g. speakers, bluetooth keyboard, etc.) Transfiguration Catholic School will not be responsible for lost or stolen

personal iPad accessories. Students **MUST** use the protective case provided by Transfiguration Catholic School.

Transfiguration Catholic School will coordinate ALL repairs on the iPad. Students must come to the Technology Coordinator, Mrs. Terri Preiner. Transfiguration Catholic School will track repair frequency and determine, in its sole discretion, appropriate consequences for repeat offenders of irresponsible care. All damage, including the cost of replacement and/or repair, resulting from the any misuse of an iPad by a student and/or others shall be the sole the responsibility of each student's family.

Section Two: STUDENT CARE

Students shall bring their iPads to school every day with a minimum charge of 70%. Student's iPads need not be charged nightly, but the battery should not be completely drained.

Students shall ensure that their iPads are used in a location that is free from food, liquid, and debris.

Students shall have their iPads in sleep mode before moving even short distances. Student's 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 shall at all times keep their iPads secure or attended (with the students or within the students' sight). iPads shall NOT be taken to gym (unless requested by the Phy-Ed Teacher), or the cafeteria, bathroom, locker room, or recess areas.

A student shall not be in possession of another student's iPad.

iPad shall not be left in the student's locker overnight. If the iPad is not needed at home, the iPad shall be properly secured in the Technology Office or homeroom.

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 Transfiguration Catholic School Technology Office.

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 shall not let anyone use their iPads other than their parents or guardians.

Students shall be responsible about where they use iPads outside of school (sporting events, parties, bus). Students should not "advertise" that there is an iPad in a backpack, because of potential theft and/or usage requests.

Students shall 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 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 the iPad in any way.

When cleaning the screen or case, the students should put the iPad in sleep mode and then dampen a soft, lint free cloth with glass cleaner, avoiding getting moisture in any opening. Students should NOT spray anything directly on their iPads.

Section Three: STUDENT USE

Strict adherence to the Transfiguration Catholic School Acceptable Use Policy, Student Behavior Policy, and all other applicable policies and procedures is required. If students are in doubt about acceptable use or behavior, they should ask someone within the Transfiguration Catholic School staff.

All network access will be routed through the Transfiguration Catholic School content filter. Safari (the standard web browser for the iPad) will be filtered by Transfiguration Catholic School's content filter, Lightspeed. Students will only be able to access websites determined by Transfiguration Catholic School both on and off campus. Installing any third-party Internet browser is expressly prohibited and, if found, will be immediately removed by Transfiguration Catholic School staff.

Students shall not log into another student or family members iTunes account using their iPad.

Transfiguration Catholic School will periodically conduct maintenance that will require students to turn in their iPads in for syncing to load new content, update existing content and/or remove unwanted content.

Subject to prior approval by Transfiguration Catholic School, students with special learning needs may have additional applications loaded on their iPads as needed.

Appropriate and respectful language shall be used in all communications. Any violation may result in the immediate revocation of the student's use and possession of the iPad as determined at the sole discretion of Transfiguration Catholic School.

Copyrighted materials are protected by law. Any use of copyrighted material must be cited in any school work. Transfiguration Catholic School expressly disclaims any liability for any copyright violation by any student or user of any iPad.

Students shall not use the iMessage, Camera, Video or FaceTime capabilities of the iPad during school hours UNLESS its use is requested by their teacher. No student may use his or her iPad to photograph, record and/or video any other person without their express consent and permission.

Students shall not share passwords. Students must never use their passwords to help someone else log in.

Students shall 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 Transfiguration Catholic School for iPad file printing.

Students shall NOT do any of the following: Use, tamper or harm another student's iPad; loan their iPads to others; use or attempt to use another student's or Transfiguration Catholic School staff member's subscription, logins, files or personal information; OR, intentionally spread or create a computer virus.

Students must produce their iPads for inspection upon request without any prior notice, to any Transfiguration Catholic School or Parish staff member upon request.

Section Four: OFFENSES AND CONSEQUENCES

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

For **Irresponsibility**, a count of violations will be kept.

1st Violation = Written Warning

2nd Violation = homeroom teacher keeps for the rest of the day.

3rd Violation = homeroom teacher keeps for a week

4th Violation = homeroom teacher keeps for the whole

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,
- using the iPad during any class without teacher permission
- leaving the iPad unattended and/or in a location that is not secure
- not having Bluetooth on
- turning iPad off and back on to avoid teacher controlling iPad through Apple Classroom

For **Inappropriate Use**, functionality will be reduced (temporarily or permanently at the sole discretion of Transfiguration Catholic School) by removing applications or capabilities of the iPad. For instance, a student's

iPad may lose music, camera, audio, messaging, email, or Internet capability. Violations for inappropriate use include:

- downloading apps,
- adding inappropriate decorations to the case or inappropriate photo, video, or music content,
- opening the iPad during a period when a test is 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 Transfiguration Catholic School staff

Functionality may be restored at the sole discretion of Transfiguration Catholic School staff, after a period of time or the completion of appropriate consequences.

All incidents of theft, loss, and damage shall be solely handled by Transfiguration Catholic School staff. A damaged iPad must be brought to the Transfiguration Catholic School Technology Lab 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 case of accidental damage, the terms of the warranty will govern the repair needed and responsibility for the cost.
- If the damage is covered by warranty, there will be no cost to the family and a temporary iPad will be provided during the repair.
- If the warranty does not cover the accidental damage, the family will be required to pay up to \$500. (*Note: The coverage conditions of the warranty are governed by the warranty company, not Transfiguration Catholic School.*)
- A lost or damaged power cord must be replaced, and the cost will be the responsibility of the student's family (approximately \$70).
- A lost or damaged cover will be replaced by Transfiguration Catholic School, and the cost will be the responsibility of the student's family (approximately \$40).
- A student who frequently damages the iPad may lose the option to take the iPad home, may allowed to continue with the iPad program with only restricted iPad use and access, and/or may be subject to other restrictions or consequences to be determined at the sole discretion of Transfiguration Catholic School.

Stolen iPad

- In case of theft, the family must immediately file a police report and notify the school. Once the police report is available to the school, there is a charge up to a \$400 to the family to cover the cost of the replacement. The Transfiguration Catholic School 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.

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 Transfiguration Catholic School 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, may not be allowed to continue with the iPad program, and/or may be subject to other restrictions or consequences to be determined at the sole discretion of Transfiguration Catholic School.

Section Five: PARENT/GUARDIAN AGREEMENT

Parents/Guardians are an integral element to the success of this iPad program.

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 Transfiguration Catholic School. If appropriateness is in doubt, ask student and/or email tpreiner@transfigurationmn.org.

The iPad is a school-owned device that the parent/guardian has full access for monitoring.

Parents/Guardians must read Transfiguration Catholic School Acceptable Use Policy, School Handbook and the Transfiguration Catholic School 1:1 iPad Technology Handbook and all other applicable policies and procedures and discuss the contents of these documents with their child(ren). All policies are available for review anytime at www.transfigurationmn.org. Violation of any applicable policy and/or procedure shall be grounds for the immediate revocation and/or suspension of a student's access to, and use and/or possession of an iPad.

Parents/Guardians understand that the use of Transfiguration Catholic School's Internet content filter is for home and school use only. The content filter precludes the 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 Transfiguration Catholic School Acceptable Use Policy.

Parents/Guardians understand that the iPad is being provided for educational use only and should not be assumed to be a technology tool or "toy" for the whole family.

Away from school, parents/guardians shall ensure that 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 Seven: TRANSFIGURATION CATHOLIC SCHOOL STAFF RESPONSIBILITIES

Middle School faculty and specialists will attend ongoing technology integration training.

Staff will define the criteria for the success of Transfiguration Catholic School's 1:1 iPad Program.

Staff will incorporate the iPad as appropriate into school curriculum.

Staff will research reference sources and textbooks available in electronic form and apps appropriate for student use on the iPad on a continuing basis.

I have read and agree to the contents and expectations of the Transfiguration Catholic School 1:1 iPad Program Handbook, Policies, and Procedure Manual. I understand that this is the first year of the 1:1 iPad program. Transfiguration Catholic School reserves the right to modify this handbook and execution of the program as needed.

Parent/Guardian (printed name):

Parent/Guardian (signature):

Email:

Date: _____

Student (printed name):

Student (signature):

Student email:

Date: _____

This sheet must be signed by both the parent/guardian and the student in order to receive and use the iPad.

For school use only: iPad serial number:
