

Columbus Catholic High School

Revised 1/13/2022



iPad Handbook

Columbus Catholic School is a Catholic School in the Diocese of La Crosse. As a Catholic School we will teach and advocate our Catholic Faith. All students are welcome in our school, and all parents and legal guardians must understand that Catholic Doctrine will be taught. The passing on of our Catholic Faith is our number one priority.

Columbus Catholic High School

iPad Handbook	3
1. Receiving Your iPad & Check-In	4
1.1 Receiving Your iPad	4
1.2 iPad Check-In	4
1.3 Check-In Fines	4
2. Taking Care of Your iPad	4
2.1 General Precautions	4
2.2 Carrying iPads	5
2.3 Screen Care	5
3. Using Your iPad at School	5
3.1 iPads Left at Home	5
3.2 iPad Undergoing Repair	6
3.3 Charging Your iPad's Battery	6
3.4 Screensavers	6
3.5 Sound, Music, Games or Programs	6
3.6 Printing	6
3.7 Home Internet Access	6
3.8 Study Hall Use	7
4. Managing Your Files & Saving Your Work	7
4.1 Saving to the iPad/Home Directory	7
4.2 Network Connectivity	7
5. Software on iPads	7
5.1 Originally Installed Software	7
5.2 Additional Software	7
5.3 Inspection	7
5.4 Procedure for Re-loading Software	7
5.5 Software Upgrades	8
5.6 Jailbreaking	8
6. Acceptable Use	8
6.1 Parent/Guardian Responsibilities	8

6.2 School Responsibilities	8
6.3 Student Responsibilities	9
6.4 Student Activities Strictly Prohibited	9
6.5 iPad Care	10
6.6 Legal Propriety	10
6.7 Student Discipline	11
7. Protecting & Storing Your iPad	11
7.1 iPad Identification	11
7.2 Storing Your iPad	11
7.3 iPads Left in Unsupervised Areas	11
8. Repairing or Replacing Your iPad	12
8.1 CCS Protection Plan	12
8.2 Claims	12
9. Cost of Repairs	12
iPad Protection Plan	13
Student Pledge for iPad Use of School-Owned Device	14
Guidelines for Student-Supplied Devices (Grades 11, 12)	16
Student Pledge for use of Personal Device iPad (Grades 11, 12)	17

iPad Handbook

The focus of the iPad program at Columbus Catholic High School is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future, and one of the learning tools of these 21st Century students is the iPad. 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.

Learning results from continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all iPads used at Columbus Catholic High School. These devices are also subject to the Electronic Resources/Internet Acceptable Use Policy.

Keep in mind that these rules are designed to help maintain an educational atmosphere and minimize distractions. Teachers may also set additional requirements for use in their classroom.

1. Receiving Your iPad & Check-In

1.1 Receiving Your iPad

iPads will be distributed each fall during new student/Freshmen Orientation. Parents and students must sign and return copies of the *iPad Protection Plan*, *Student Pledge*, and *Acceptable Use Policy* documents before the iPad can be issued. The iPad Protection Plan outlines the requirements for obtaining the iPad.

1.2 iPad Check-In

School-owned iPads will occasionally be collected so that updates can be applied. Teachers will notify students in advance, so that they can plan accordingly.

iPads will be returned during the final week of school during student checkout so they can be examined for serviceability. If a student transfers to another school during the school year, their iPad will be returned at that time.

1.3 Check-In Fines

Individual school iPads and accessories will be collected at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment for any other reason must return their individual school iPad at that time. If a student fails to return the iPad at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student/family will also pay the cost of the iPad.

Furthermore, the student/family will be responsible for any damage to the iPad, consistent with the iPad Protection Plan and must return the iPad and accessories in satisfactory condition. The student will be charged a fee for any needed repairs and/or replacement of power accessories, not to exceed the replacement cost of the iPad.

2. Taking Care of Your iPad

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the Office for an evaluation of the equipment.

2.1 General Precautions

The iPad is school property and all users will follow this policy and the Acceptable Use Policy for technology.

Only use a clean, soft cloth to clean the screen, no cleansers of any type.

Cords and cables must be inserted carefully into the iPad to prevent damage.

iPad and case must remain free of any writing, drawing, stickers, or labels.

iPads must never be left in an unlocked locker, unlocked car or any unsupervised area.

Students are responsible for keeping their iPad's battery charged for school each day.

Students must keep their iPad in the protective case, provided by the school, at all times.

2.2 Carrying iPads

The protective cases provided with the iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. Students are allowed to provide a separate, more durable case. The guidelines below should be followed:

iPads must always be within a protective case.

Some carrying cases (i.e. backpacks) can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.

2.3 Screen Care

The iPad screens can be damaged if subjected to rough treatment. The **screens are particularly sensitive to damage** from excessive pressure on the screen.

Do not lean on the top of the iPad when it is closed.

Do not place anything near the iPad that could put pressure on the screen.

Do not place anything in the carrying case that will press against the cover.

Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.

Do not "bump" the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

3. Using Your iPad at School

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad computer. Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

3.1 iPads Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. If a student repeatedly (three or more times as determined by any staff member) leaves their iPad at home, they will be required to "check out" their iPad from the Office for three (3) weeks.

3.2 iPad Undergoing Repair

Loaner iPads may be issued to students when they leave their iPads for repair in the Office. There may be a delay in getting an iPad should the school not have enough to loan.

3.3 Charging Your iPad's Battery

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. Repeat violations (minimum of three days – not consecutively) of this policy will result in students being required to “check out” their iPad from the Office for three (3) weeks. Second offense will result in the loss of iPad privileges for three (3) weeks.

In cases where use of the iPad has caused batteries to become discharged, students **may** be able to connect their iPads to a power outlet in class.

3.4 Screensavers

Inappropriate media may not be used as a screensaver or background photo.

Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in disciplinary actions.

3.5 Sound, Music, Games or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Music is allowed on the iPad and can be used at the discretion of the teacher.

Internet games are not allowed on school-provided iPads. Games are not allowed to be played during the school day without staff consent.

All software/apps on school provided iPads must be CCS provided. Data storage will be through apps on the iPad and email to a server location.

3.6 Printing

Printing will be available with the iPad on a very limited basis.

3.7 Home Internet Access

Students are allowed to set up wireless networks for their iPads. This will assist them with iPad use while at home. Printing at home will require a wireless printer, proper settings on the iPad, and the correct app.

3.8 Study Hall Use

Students are allowed to use their iPad during study hall, but only for school-related activities. Game playing and messaging is not allowed.

3.9 Lunch room use

Students are allowed to bring their iPads to lunch. During this time, students are allowed to send personal emails and messages.

4. Managing Your Files & Saving Your Work

4.1 Saving to the iPad/Home Directory

Students may save work to the home directory on the iPad on a limited basis. It is recommended that students email documents to themselves for storage or save on Google Drive. Storage space will be available on the iPad – but it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

4.2 Network Connectivity

CCS makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, CCS will not be responsible for lost or missing data.

5. Software on iPads

5.1 Originally Installed Software

The software/apps originally installed by CCS must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. Periodic checks of iPads will be made to ensure that students have not removed required apps.

5.2 Additional Software

Students are not allowed to load extra software/apps on school-owned iPads. CCS will synchronize the iPads so that they contain the necessary apps for school work. Students will not synchronize iPads or add apps to the school-owned iPad and should not synch them with home accounts.

5.3 Inspection

Students may be selected at random to provide their iPad for inspection.

5.4 Procedure for Re-loading Software

If technical difficulties occur or illegal software or non-CCS installed apps are discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

5.5 Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates and syncing.

5.6 Jailbreaking

The jailbreaking of iPads is strictly prohibited. This includes all iPads that are used on school grounds with our network.

6. Acceptable Use

The use of the CCS's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the CCS is not transferable or extendible by students to people or groups outside CCS and terminates when a student is no longer enrolled at CCS. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the technology resources may be denied, and the appropriate disciplinary action shall be applied. CCS's Acceptable Use Policy as well as the Student Handbook shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

6.2 School Responsibilities

School will provide Internet and email access to its students.

School will provide Internet blocking of inappropriate materials as able.

School will provide network data storage areas. These will be treated similar to school lockers. CCS reserves the right to review, monitor, and restrict information stored on or transmitted via CCS owned equipment and to investigate inappropriate use of resources.

School will provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

6.3 Student Responsibilities

Students will use computer/devices in a responsible and ethical manner.

Students will obey general school rules concerning behavior and communication that apply to iPad/computer use.

Students will use all technology resources in an appropriate manner so as not to damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained via CCS’s designated Internet system is at your own risk. CCS specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Students will help CCS protect its computer system/devices by contacting an administrator about any security problems they may encounter.

Students will monitor all activity on their account(s).

Students should always turn off and secure their iPad after they are done working to protect their work and information.

Students are allowed to use a Passcode or other method to lock others out from accessing their iPads.

If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he or she is asked to print a copy and turn it into the office.

Students will return their iPad at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at CCS for any other reason must return their individual school iPad at that time.

6.4 Student Activities Strictly Prohibited

Illegal installation or transmission of copyrighted materials.

Any action that violates policy in the handbook, Electronic Resources/Internet Acceptable Use Policy, or public law.

Use of chat rooms, sites selling term papers, book reports and other forms of student work.

Instant Messaging is not allowed.

Sending of personal emails during the school day- with the exception of lunch time.

Internet/computer games.

Use of outside data disks or external attachments without prior approval from the administration.

Changing of iPad setting (exceptions include personal settings such as font size, brightness, etc.) (on school owned iPads)

Downloading apps. (on school owned iPads)

Spamming – sending mass or inappropriate emails.

Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.

Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.

Bypassing the CCS web filter through a web proxy.

6.5 iPad Care

Students will be held responsible for maintaining their individual iPads and keeping them in good working order. Students will be responsible for damages to their iPads.

iPad batteries must be charged and ready for school each day.

Only labels or stickers approved by the CCS may be applied to the iPad.

iPads that malfunction or are damaged must be reported to the office. CCS will be responsible for repairing iPads that malfunction. iPads that have been intentionally damaged from student misuse or neglect will be repaired with the cost being borne by the student. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally or be responsible for full replacement cost.

iPads that are stolen or lost must be reported immediately to the Office and the Police Department.

6.6 Legal Propriety

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

Plagiarism is a violation of the Columbus Catholic High School Student Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Use or possession or hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by CCS.

6.7 Student Discipline

If a student violates any part of this policy, or the Electronic Resources/Internet Acceptable Use Policy, he or she will be subject to consequences as listed on pages 15 and 17 and the Columbus Catholic High School Student Handbook.

7. Protecting & Storing Your iPad

7.1 iPad Identification

Student iPads will be labeled in the manner specified by the school. iPads can be identified in the following ways:

Record of serial number and correlated asset tag.

Columbus School Engraving

7.2 Storing Your iPad

When students are not using their iPads, they should be stored in their school-issued lockers. CCS requires that students use the lock provided on their school-issued lockers to secure and store their iPads. Nothing should be placed on top of the iPad when stored in their locker. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. iPads should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store their iPad, they may check it in for storage in the office.

Do NOT leave your iPad in a place that is experiencing extreme hot or cold conditions (i.e. car in summer or winter). Extreme heat will damage the unit itself. Extreme cold will cause severe screen damage.

7.3 iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the office. Violations may result in loss of iPad privileges and/or other privileges.

8. Repairing or Replacing Your iPad

8.1 CCS Protection Plan

The CCS Protection Plan will cover iPad repairs or replacement in the event of theft, loss, accidental damage, or maintenance. The protection cost will be \$60 annually for each iPad with a maximum annual cost of \$180 per family. Yearly School Protection Plan fees will be placed into an account to self-fund iPad repairs and replacement. This plan will include one replacement. Additional replacements will cost the student/parent the full value of an iPad (approximately \$300).

Parents are encouraged to purchase this protection plan through the Columbus Catholic High School office at orientation when their student receives their iPad. Also, high school students and their parent/guardian will be required to attend orientation training at Columbus Catholic High School before they will be allowed to check out an iPad. If Parents would like to add the CCS Protection Plan later in the school, an inspection of the iPad will be done to verify no existing damage. If existing damage is found the full cost of repairs will be billed to the family.

If students or parents wish to carry their own additional personal insurance to protect the iPad in cases of theft, loss, or accidental damage, they should consult their insurance agent for details about their personal coverage of the iPad. Most insurance companies will require a rider for electronics and only provide so much coverage and generally a higher deductible.

8.2 Claims

All protection plan claims for accidental damage and maintenance must be reported and filed with the high school office. In cases of theft or loss, students or parents must file a police or fire report and bring a copy of the report to the principal's office before an iPad can be replaced with the CCS Protection Plan.

9. Cost of Repairs

Students will be responsible for damages to their iPads including, but not limited to, broken screens, cracked plastic pieces, inoperability, etc. Depending on the damage and whether or not the damage was accidental or due to a malfunction or maintenance issue, the CCS Protection Plan (if purchased) would be used to cover the cost of repairs. In the case of intentional damage and/or neglect, should the cost to repair exceeds the cost of purchasing a new device, the student will pay for full replacement value. The CCS Protection Plan does cover lost items such as the protective case and charging block and cables.

**Columbus Catholic Schools
iPad Protection Plan**

CCS recognizes that with the implementation of the iPad Initiative there is a need to protect the investment by both the School and the Student/Parent. The following outlines the School Protection Plan.

CCS iPad Protection Plan

The CCS iPad Protection Plan is available for students and parents to cover iPad repairs or replacement in the event of theft, loss, accidental damage, or maintenance. Parents are highly encouraged to purchase this plan. The protection cost will be \$60 annually for each iPad with a maximum annual cost of \$180 per family. Yearly Protection Plan fees will be placed into an account to self-fund iPad repairs and replacement. This plan will include one replacement. Additional replacements will cost the student/parent the full value of an iPad (approximately \$300). Parents can purchase this protection plan through the Columbus Catholic High School office at orientation. Also, high school students and their parent/guardian will be required to attend orientation training at Columbus Catholic High School before they will be allowed to check out an iPad.

Personal Home or Homeowners Insurance Coverage

If students or parents wish to carry their own additional personal insurance to protect the iPad in cases of theft, loss, or accidental damage, they should consult their insurance agent for details about their personal coverage of the iPad computer. Most insurance companies will require a rider for electronics and only provide so much coverage and generally a higher deductible.

Additional Information

In cases of theft, vandalism, or other criminal acts, a police report, or in the case of fire, a fire report **must be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the school office. In the case of **intentional damage**, the student/parents are responsible for full payment. The CCS iPad Protection Plan **DOES NOT** cover intentional damage of the iPads.

Do NOT send money. Your family account will be billed.

Parent Name (please print): _____

Parent Signature: _____

Date: _____ Student Name: _____

_____ I will purchase the iPad Protection plan for \$60. I realize that this does not cover intentional damage to the iPad.

_____ I will **NOT** purchase the iPad Protection Plan. I realize that if the iPad is accidentally dropped, I will be charged a replacement cost(approximately \$300).

Columbus Catholic Schools
Student Pledge for iPad Use of School-Owned Device

I will take good care of my iPad.

I will never leave my iPad unattended.

I will never loan out my iPad to other individuals.

I will know where my iPad is at all times.

I will charge my iPad's battery daily.

I will keep food and beverages away from my iPad since they may cause damage to the device.

I will not disassemble any part of my iPad or attempt any repairs.

I will use my iPad in ways that are appropriate, meet CCS expectations, and are educational.

I will not place decorations (such as stickers, markers, etc.) on my iPad; I will not deface the serial number iPad sticker on any iPad.

I understand that my iPad is subject to inspection at any time without notice and remains the property of the CCS.

I will follow the policies outlined in the *iPad Handbook* and the *Acceptable Use Policy* while at school, as well as outside the school day.

I will file a police report in case of theft, vandalism, and other acts covered by insurance as well as report to the CCS.

I will be responsible for all damage or loss caused by neglect or abuse.

I agree to return the iPad, case and power cords in good working condition.

Consequences for not abiding by the above guidelines:

First Offense – The device will be taken away until the end of the class. The infraction will be recorded in Renweb.

Second Offense – The device will be taken away until the end of the school day. The parent will need to come in to pick up the device.

Third Offense – The teacher can collect the iPad at the start of the class and return it at the end of the class. A conference will be set up with the parents and student.

I agree to the stipulations set forth in the above documents including the *iPad Policies, Procedures, and Information*, the *Acceptable Use Policy*, the *iPad Protection Plan*, and the *Student Pledge for iPad Use*.

Student Name (please print): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____

Individual school iPad computers and accessories must be returned at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at CCS for any other reason must return their individual school iPad computer at that time.

Guidelines for Student-Supplied Devices (Grades 11, 12)

Students who provide their own iPad or other device will be able to have their own apps/programs on their devices. However, permission must be granted to use any program or app on school grounds that is not on a school-provided device. For example, a student may have the game "Fortnite" on their device, but they are not allowed to use that app unless given permission.

Students are encouraged to find apps that are educational and share them with other students. However, the app should first be shown to a teacher to insure that it is appropriate. Students should not expect to be able to play games during the school day, as that will not be allowed.

Students will be tempted to use their device at school like they do at home. If students are unable to avoid the temptation of playing games, using other prohibited apps, messaging during the school day, or violate any other rule in this document the following discipline steps will be used.

First Offense – The device will be taken away until the end of the class. The infraction will be recorded in Renweb.

Second Offense – The device will be taken away until the end of the school day. The parent will need to come in to pick up the device.

Third Offense – The device will be taken away, and the parent will need to come in to pick up the device. At this point restrictions will be put on the iPad by the school, or it will no longer be allowed at school. The restrictions would be the same as on a school-provided iPad. Those restrictions would remain on the iPad for 4 weeks.

Fourth Offense – The same as the third, except the restrictions would go on for the remainder of the school year.

Columbus Catholic Schools
Student Pledge for use of Personal Device iPad (Grades 11, 12)

I will use my iPad or other electronic device in ways that are appropriate, meet CCS expectations, and are educational.

I will not use apps that are distracting to others.

I will follow the policies outlined in the *iPad Handbook* and the *Columbus Catholic Schools Student Pledge for iPad Use of School-Owned Device* while at school.

I understand that the school will be able to put restrictions on my device if I misuse it. This includes removing apps, and losing the ability to add apps. Parents would be contacted before this step. (Students would have the option of using a school iPad, if the parents preferred)

I agree to the stipulations set forth in the above documents including the *iPad Policies, Procedures, and Information*, the *Acceptable Use Policy*, the *iPad Protection Plan*, and the *Student Pledge for iPad Use*.

Student Name (please print): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____