



Our Lady of Mercy Regional Catholic School

1:1 iPad Initiative Handbook

2016-2017

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IMPORTANT CONTACT INFORMATION

For general information and questions, or if the iPad is stolen or damaged, please contact our Network Manager at ktenzinger@olmcatholicschool.com

Goals

Our Lady of Mercy Regional Catholic School will offer every student in grades 4-8 an expanded set of new learning opportunities for both collaborative and self-directed learning. Every student will:

- Possess an integral learning tool to gain 21st century skills required to excel and compete globally
- Be empowered by and engaged with the curriculum
- Increase his/her knowledge and understanding of technology
- Become constructors and designers of information and ideas

iPAD GUIDELINES **TERMS OF USE**

Terms

Each student in grades 4 to 8 will be issued an iPad for school-related activities. He/she shall comply at all times with the Acceptable Use Agreement and the contents of this handbook. Any failure to comply may terminate his/her rights of possession effective immediately and the Principal may repossess the property. Our Lady of Mercy is the legal owner of the iPads and reserves the right to conduct random periodic checks to enforce the 1:1 Guidelines.

One of the requirements of this program is that each student have an Apple ID so they can receive app licenses and redeem codes for content purchased by the school on the student's behalf. If your child is 13 or older and already has an Apple ID, they can use that ID. For students that are 13 or older and do not have an Apple ID, they need to create one.

For students under 13, OLM has requested an Apple ID for each student. An email will be sent to the parent's email for review.

Troubleshooting and Repairs

Student iPads requiring repair of any kind must be brought to the Network Manager with the completed iPad Repair form immediately. Only the Our Lady of Mercy network manager will troubleshoot, order needed replacement parts, and repair the iPad. If the repair requires the computer to be sent out for service, every effort will be made to provide a loaner until the student's iPad is available. To ensure loaners are available for students who need them, students need to immediately pick up their repaired iPad upon notification.

Theft and Vandalism

In case of theft, vandalism, and other criminal acts, within 48 hours of the incident, a police report must be filed.

- Students/parents are responsible for paying the deductible for the cost of repair.
- Students/parents are responsible for paying the deductible for the cost of replacement.

Damage or Loss

If the assigned iPad is damaged or lost, the student will need to immediately file a Damage/Loss Report at the Principal's office. After an investigation to determine the circumstances of the damage/loss; the student/parent may be:

- responsible for paying the cost of repair for damaged iPad/case
- responsible for paying the cost of replacing the iPad/case
- the cost of replacing a new iPad is \$400.00

NOTE: iPads will be examined periodically for damage. In any case of damage, loss, theft, or vandalism, students will complete a Damage/Loss Report. Once the Principal's office receives the signed Damage/Loss Report, the student may then be issued a loaner.

Repossession

Students must turn in their assigned iPad, and pay all outstanding fees when requested. At the end of the school year students will complete the iPad Return Checklist and hand in their iPads to the Network Manager. At this time, the Network Manager and the student will review and sign the iPad return checklist together. If students do not comply with all terms of the Acceptable Use Policy and the 1:1 iPad Initiative Guidelines, including the timely return of the property, the school shall be entitled to declare the student in default and arrange to take possession of the property.

Term of Agreement

The student's right to use and possess the property terminates on the last official student day of the current school year, unless he/she is released earlier from Our Lady of Mercy Regional Catholic School. If the iPad is not returned, the cost of replacing the iPad will be charged.

Appropriation

Any failure to return the property in a timely manner, and/or the continued use of the iPad for non-school purposes without the school's consent, will be considered unlawful possession of Our Lady of Mercy School's property.

iPAD USE

General Use

- Students are prohibited from altering administrative set iPad configurations or accounts.
- Keep food and drinks away from iPads.
- Clean hands before using iPads.
- iPads should not be placed on the floor.
- Do not use stickers, ink, or any other decorative items on any Our Lady of Mercy assigned equipment, other than the Our Lady of Mercy labels that are in place when the iPad is issued.
- It is VERY necessary to read all message boxes that appear on the iPad screen. Any messages that raise a question in the student's mind should be shown to the classroom teacher.

Before and After School Use

- iPad use is limited to school areas with adult supervision and permission. That is – classrooms and technology labs.
- NOTE: Hallways are off-limits for iPad use.

Screensavers

- Students may use pics from their iPad Camera Roll for their “lock” and “background” screens. These must be appropriate pics.

Sound

- Sound is to be muted at all times unless permission is obtained from the teacher for instructional purposes.
- When a teacher allows sound, student owned headphones/earbuds are required.

Music, Games or Software Programs

- All media use is exclusively for educational purposes.
- Downloading apps is strictly prohibited.

Deleting Apps

- Do not delete any apps. Deletion of any apps may interfere with the student's ability to complete class work.
- If you are unsure about an app on your iPad, ask the Network Manager.

Internet and File Server Access

- Students will have wireless Internet access at school.
- Students will be shown how to access wireless connection at home.
- If there is a problem connecting at home, students/parents are not allowed to change/add configurations without first consulting with the Network Manager.
- Students are required to follow all Copyright Laws.
- Any form of plagiarism will not be tolerated.
- Any research and information obtained via the Internet should be properly documented and cited.
- Students should not upload and/or download inappropriate video, audio, or other media to/from the Internet
- Students must not clear their Internet history.

CONSEQUENCES

Disciplinary Consequences for Infractions

Consequences for iPad violations will be in alignment with Discipline Procedures outlined in the Our Lady of Mercy Student/Parent Handbook. An incidence is considered an infraction when it does not follow the Acceptable Use Policy, the iPad Agreement, and/or the Handbook.

Examples of various infractions:

- unattended iPad
- use of iPad in unsupervised area
- not following basic iPad use and care guidelines
- failure to bring charged iPad to school
- misplacing iPad
- accessing sexual/violent/offensive material, illegal use of file sharing altering the standard OLM accounts or configurations, downloading inappropriate video, audio, or media of any kind (including photos)

Consequences include:

- Verbal warning
- Incident Report signed by parent and presented to Principal
- 3 Incident Reports in a 9 weeks period will result in the loss of take-home privileges for a period of 2 weeks
- 4 Incident Reports in any time frame will result in the permanent loss of take home privilege.
- More than 4 Incident Reports in any time frame will result in the removal from the iPad program.

Any type of loss of privileges will not be considered an excuse for not completing assignments. If a student loses take-home privileges or is removed from the iPads program, he/she will be responsible for completing assignments by using available school desktop computers or a home computer.

PERSONAL RESPONSIBILITY & PROTECTION

Our Lady of Mercy (Personal Responsibility)

- Students are responsible for their iPad's proper use and maintenance at all times. The purpose of the iPad is for education. Treat it as a valuable tool for learning. Inform school personnel immediately of any problems or concerns.
- Students must bring their iPads fully charged to school daily. (Students will not be permitted to call home for forgotten iPads.)
- Power adapters should be kept at home for recharging nightly.
- Students are responsible for all work, even if their iPad is being repaired or otherwise unavailable. Students may have to use a computer in the Our Lady of Mercy Computer Lab.

Security

- The OLM School identification labels must remain on the iPad at all times.
- During any time the iPads are not in use, they must be in a safe area, unless given instructions otherwise by a teacher or the Network Manager.
- The iPad must always be in its protective case.
- All iPads are subject to inspection by the Teacher or Network Manager.

Respect Copyright and Fair Use Guidelines and Trademark Laws

- Students will be taught and are expected to respect U.S. copyright laws and fair use guidelines.
- Do not make unauthorized copies of text material, audio, video, or software found on school iPads.

Loaning or Borrowing iPads

- Do not allow other students or friends to use your iPad for any reason.
- Do not borrow an iPad from another student.
- Students are not allowed to log-in on another student's iPad.

Passwords, Access and Accounts

- Keep your passwords private – do NOT share passwords or usernames with others. If a student forgets his/her password, a iPad Repair Request will be submitted to the Network Manager.

- Unauthorized access to another person’s account or iPad without his/her consent or knowledge is considered hacking. This is considered a serious infraction and will result in disciplinary consequences.
- Only the Network Manager can set up the school accounts on the iPads.

Internet Safety

The Internet can provide a wealth of information. Unfortunately, there can be inappropriate or potentially dangerous sites. All Our Lady of Mercy computers and iPads are filtered. If inappropriate sites come through this filter, students should inform the Network Manager immediately. When students are using the iPad at home, parents are strongly encouraged to monitor and be aware of their child’s iPad activities. We suggest engaging your child in conversation about their iPad use. Ask questions, let them teach you!

FREQUENTLY ASKED QUESTIONS (FAQ)

Q: What should students do if the iPad is inoperable?

A: Student iPads requiring repair should be taken to the Network Manager with a completed iPad Repair Request immediately.

Q: What should students do if their iPad is lost, stolen, or damaged?

A: If an iPad is damaged, lost, or stolen, the student and his/her family may be responsible for the reasonable cost of repair or replacement. Loss or theft of the iPad should be reported to the Principal within 24 hours of the occurrence.

- If lost or suspected stolen while at school: immediately report the loss to a teacher, Network Manager, or Principal.
- If lost or suspected stolen while away from school: Inform the Network Manager or Principal within 24 hours and file a police report.
- If damaged: take the iPad to the Network Manager with the completed Damage/Loss Report form.

Q: What “Appropriate Use” guidelines should students follow?

A: Students should follow the Our Lady of Mercy Regional Catholic School 1:1 iPad Initiative Guidelines

Q: Can students access the Internet from home?

A: Students are not required to have Internet access at home. However, iPads can connect to wireless networks. Students do not have administrative privileges and are not allowed to change any configurations on the iPads.

Q: Can games, music, and other apps be installed, downloaded, or used on the iPads?

A: Students are not allowed to install or download any app.

Q: Are students allowed to purchase music from the iTunes music store to download to their iPad?

A: No.

Q: My iPad has a message box saying updates are available – what should I do?

A: When you see this message take the iPad to the Network Manager.

Q: What is the purpose of the \$100 iPad Fee?

A: The \$100 yearly fee is a lease fee, covering upgrades, insurance and use cost

Q: What daily maintenance routine should students follow?

A: *Charge the iPad each night and begin each day with a fully charged iPad.

*Have the iPad ready for each class period unless otherwise specified by the teacher.

*Transport the iPad in its case at all times.

*Avoid exposure of iPad to extreme temperatures. (Do not store in a hot or cold car, etc.)

*Protect your iPad from moisture, dust, and chemicals. Never spray any cleaner in or around the iPad. Do not use a wet cloth to clean the iPad. If the iPad needs to be cleaned, students should take it to the Network Manager for instructions.

Q: Who should parents contact regarding the 1:1 iPad Initiative at Our Lady of Mercy?

A: You may contact Kathy Tenzinger, Network Manager at:
ktenzinger@olmcatholicschool.com

Our Lady of Mercy Regional Catholic School

iPad Repair Request

Date:	
Student's Name:	
Login ID	
iPad Number	
Serial Number	
Homeroom Teacher	
Detailed Description of Problem(s): Please be specific by indicating any error messages, programs in use of the time, frequency of problem, etc.	Problem: App in Use: Error Message: Where did the problem occur? Home: School: Other:

Loaner #:	
Student Signature @ drop-off	
Drop-off Date/Time:	
Pick-up Notification date/time	
Pick-up date/time	
Student Signature @pick-up	
Network Manager Signature	

Our Lady of Mercy Regional Catholic School
iPad Incident Report

Student's Name	
Date	
iPad #	
Incident:	
	Student left iPad unattended in a public place.
	Student used iPad in a room with no adult supervision.
	Student mistreated his/her iPad or another student's iPad.
	Student failed to charge the iPad overnight.
	Student failed to bring the iPad to school.
	Student accessed inappropriate website.
	Student altered administrative set configuration on the iPad.
	Other:
Teacher/Staff Comments	
Disciplinary Consequence	
Teacher/Staff Signature	
Student Signature	
Principal Signature	

IPad Return Checklist

(This form must be filled out and returned with iPad)



IPad	Yes	No	Parent Initials	Staff Initials
Screen is damaged				
Body is damaged				
Power adapter is damaged/lost				
Power/Sync cable is damaged/lost				
Screen problems (e.g. brightness is not adjustable, dead pixels, blank spots, etc.)				
Microphone is damaged				
Speaker is damaged				
Battery is damaged (does not fully charge)				
Home Button is damaged				
Case is damaged				
Case is missing parts				

Comments or other issues with this iPad:

Student Name: _____

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____