

iPad Handbook

for

Third through Fifth Grade

Philosophy of Educational Technology Pedagogy

Creativity

To help students understand concepts and practice skill or content knowledge, St. James will use technology to inspire and guide students to create their own content instead of only consumption. We believe hands-on creativity combined with the power of modern technology positively impacts student achievement. As such, we will use the technology at our disposal to foster students as creators.

Diagnostics

In order to meet the needs of each individual student, taking diagnostics of their skill level is necessary. St. James is committed to discovering the best methods for instruction and empowering our students to learn through the use of continuous diagnostics with our classroom and resources educators. Technology strongly aids in continuously diagnosing each student efficiently in order for our teachers to provide the personalized instruction and attention each student may need.

Resources

The use of resources for learning is fundamental in delivering content to improve skills. Since the advent of the internet, resources have been more abundant and provide a window into our world. Using mobile technology allows students to research almost anywhere with great efficiency. In the event these resources are multimedia, they will align with what the American Association of Pediatrics defines as high-quality programming.

Digital Citizenship

The use of resources for learning is fundamental in delivering content to improve skills. Since the advent of the internet, resources have been more abundant and provide a window into our world. Using mobile technology allows students to research

iPad Distribution & Collection

Each student will be issued an iPad for school related activities. Before receiving the iPad students and parents must read and agree to the following policies, ensuring that there is a clear understanding of responsibilities associated with the iPad.

Acceptable Use Policy Review & Statement

- The use of St. James Episcopal Day School (SJEDS) technology resources is a privilege. The privilege of using the technology resources provided by the school is not transferable or extendible by students to people or groups outside the School and terminates when a student is no longer enrolled in school. 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 (including approved applications' own Terms of Service), as well as SJEDS Acceptable Use Policy, privileges may be terminated, access to the school technology resources may be denied, and the appropriate disciplinary action shall be applied. More detailed information can be found in the Acceptable Use Policy (AUP) for students.

- The iPad and accessories will remain at school at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment for any other reason must return their school iPad and accessories in good condition on the date of termination. If a student fails to return the iPad and accessories at the end of the school year or upon termination of enrollment, the student's family must pay the remaining cost of the iPad and accessories not already paid in the iPad fee.

iPad Fee

Families of students in third through fifth grade pay an iPad fee of \$275 each year. St. James covers the cost of the iPad and accessories prior to payment of the iPad fee. As such, St. James retains ownership of the iPad, accessories, and necessary software until all three payments are made in full and the student has graduated or withdraw, are suspended or expelled, or terminate enrollment for any other reason and remaining iPad fees are paid.

Taking Care of the 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 given to the Technology Department for an evaluation of the equipment.

General Precautions

- The iPad is school property, and all users will follow the Acceptable Use Policy for technology.
- Only use a clean, dry, soft cloth to clean the screen; no cleansers of any type, not even water, are appropriate.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPad must remain free of any writing, drawing, stickers, or labels.
- iPad must never be left in an any unsupervised, unsecure, or unsafe area
- Students in third through fifth are responsible for keeping the iPad battery fully charged for school each day.
- Do not place anything on the iPad that could put pressure on the screen or the back.
- iPad must not be exposed to extreme temperatures, fire, or ultraviolet light.
- Any unattended iPad on campus will be taken to the office and consequences may be issued. Do not leave your iPad on the ground outside of any classroom.
- Do not take iPad near pools or tubs.
- The iPad screens can be damaged if subjected to rough treatment.
- Do not take the iPad outside in inclement weather.
- If the iPad is damaged, the student must immediately report the problem to their parent, teacher, or administrator in order to have the Technology department assess the damage.

Carrying iPads

- The protective case provided with iPad has sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device.
- Do not remove the iPad from the protective case, not even to clean it. The Technology Department will take the device out of the case if needed.

iPad Usage

The iPad is intended for use at school each day. Students are responsible for their iPad being fully charged each day, unless specifically instructed not to do so by their teacher. Any stored files may be erased if a factory reset is necessary; therefore it is the responsibility of the student to backup their own work.

iPad Left at Home

Students who leave their iPad at home may face disciplinary consequences. The iPad is to be brought to school every day.

iPad Undergoing Repair

A loaner iPad may be issued to students when they leave their iPad for repair.

Charging the iPad

The iPad must be brought to school each day in a fully-charged condition. Students need to charge their iPad each evening by plugging them into an electrical wall outlet only. They must not charge the iPad from a computer port. SJEDS provides a charger to each student in third grade. Any replacement needed beyond the initially issued charger cable and plug must be provided by the student's family and must also be an Apple approved charger for the device.

Acceptable Use

- Acceptable Use is governed by the schools Acceptable Use Policy, this Handbook, and other SJEDS policies.

School Year End Policy

- The iPad and accessories will remain at school at the end of each school year for rising fourth & fifth grade students.
- Third through fifth grade students who withdraw, are suspended or expelled, or terminate enrollment for any other reason must return their school iPad and accessories in good condition on the date of termination. If a student fails to return the iPad and accessories at the end of the school year or upon termination of enrollment, the student's family must pay the remaining cost of the iPad and accessories not already covered in paid iPad fees.
- Upon graduation, St. James may gift the iPad to the student and their family.

Privacy

Users should not have an expectation of privacy or confidentiality for their electronic communications or files, and the school reserves the right to examine all data. All communications, files, activity may be disclosed without prior consent.*

**In addition, teachers have the right and ability to monitor iPad usage in class via Apple Classroom.*

Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- All software/apps must be school-provided. Data Storage will be through school-approved storage on the iPad and the cloud.
- Students are not allowed to use the iPad for entertainment without permission from a teacher or administrator. This includes but not limited to streaming video, downloading, playing music, or playing games that are not part of class curriculum.

Home Internet Access

Students are allowed to set up wireless networks on their iPad. This will assist them with iPad use while at home. However, the SJEDS Acceptable Use Policy must also be followed while using a school owned device while away from school, including but not limited to your home.

Managing Files & Saving Work

Saving & Submitting work with the iPad

- Most apps auto-save digital work either on the iPad, to the cloud, or both.
- Automatic iCloud Backup occurs while iPad is charging and connected to the internet at school. Students should connect their iPads to their home internet connected WiFi in order to complete an iCloud backup at home.
- Local storage on the iPad can be found on the Files or Photos app.
- Services (such as Apple Schoolwork & SeeSaw) may be used by teachers for students to submit work at school.

Network Connectivity

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

Software on the iPad

Originally Installed Software

All software/apps originally installed by SJEDS must remain on the iPad in usable condition and must be easily accessible at all times. From time to time, the school may add apps. Periodic checks of the iPad will be made to ensure that students have not removed required apps or changed installed software including changes to the iOS. The licenses for software may require that the software be deleted from iPad at the conclusion of the school year.

Additional Software

SJEDS will manage the applications & books on all student iPads. All apps will be distributed through a secure Mobile Device Management system that will act as a bridge between the iPads and the Apple App Store. Students are not permitted to connect their iPads to any computers and/or synchronize their iPads to any personal iTunes accounts for any purpose.

Circumvention of Managed Settings

All student iPads are provisioned by the technology department for the purposes of initializing and managing all iPads in a secure and organized fashion. Any attempts by students to circumvent any management settings (including removal of profiles) through software restoration, deletion, or jail-breaking will result in the confiscation of the iPad and disciplinary action.

Inspection

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

Procedure for re-loading software

If technical difficulties occur or illegal software (non-SJEDS installed apps) is 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. Further action may be needed, including but not limited to the iPad staying at school.

Software Updates

Updates versions of licensed software/apps are available from time to time. Students should keep their iPad operating system and apps up to date unless specifically advised not to do so by the teacher or Technology Department. These updates should happen at home or while the iPad is in the charging station at school. At no time should a student update software during instructional time unless directed to do so by the teacher or administrator.

Responsibilities Regarding Technology

Parent/Guardian Responsibilities

Parents must talk to their children about values and the standards they should follow for the use of the internet just as they do for the use of all media information sources such as television, telephones, movies, and radio. Common Sense Media (<https://www.commonsensemedia.org>) is a good resource for parents to use when discussing technology use. You can also consult SJEDS research based recommendations for screen time at home by going to <https://rebrand.ly/ScreenTimeResearch>. Also, parents should go over this handbook with their student and explain the student responsibilities before completing the signature page.

School Responsibilities

- Provide internet access to its students while on campus
- Provide Internet filtering while on campus
- Provide storage solution for iPad devices
- Provide a foundation for digital citizenship
- Enforce AUP, the iPad Handbook, and other St. James policies where applicable

Student Responsibilities

- Use computers/devices in a responsible and ethical manner
- Obey general school rules concerning behavior and communication that applies to iPad/computer use
- Use all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student’s own negligence, errors or omissions
- Help SJEDS protect our technology by contacting a parent/guardian, teacher, or administrator about any security problems they may encounter
- Turn off and secure their iPad after they are finished working to protect their work and information
- Turn in any communication containing inappropriate or abusive language or questionable subject matter to a parent, teacher, or administrator
- Return their iPad at the end of each school year. For more details on this, please see the section at the beginning of this document entitled “**iPad Fee**” on page 2 and “**School Year End Policy**” on page 3.

Student Activities Strictly Prohibited

- Downloading unauthorized apps for non-educational use
- Illegal installation or transmission of copyrighted materials
- Any action that violates any existing SJEDS policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of iPad or other school resources for social media without teacher or administrator permission.
- Use of sites providing term papers, book reports and other forms of student work in an attempt to plagiarize
- Communication services such as: AirDrop, AirPlay, iMessage, Facetime, Google Hangouts, etc. are not allowed unless directed by a teacher or administrator
- Any use of technology for cyber-bullying
- Internet/Computer games – Playing Internet/Computer games is not allowed unless directed by a teacher.
- Changing of iPad settings without permission from a teacher or administrator (exceptions include personal settings such as font size, brightness, accessibility, etc.)
- Restoring or jail-breaking iPad
- Connecting iPad to a computer and/or synchronizing iPad to a personal iTunes account
- Connecting personal external devices to a school owned device without permission (including but not limited to wearables, such as an Apple Watch)
- Spamming-Sending mass or inappropriate communications
- Gaining access to another student's accounts, files, and/or data.
- Exchanging iPads and/or switching iPad identification labels to conceal fault of damage
- Use of the school's digital resources for financial or commercial gain without expressed written permission or for any illegal activity
- Online or virtual collaboration/communication while using an anonymous and/or stolen identity
- 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, social media, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- 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
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the web filter through any means, including but not limited to a web proxy.
- Downloading books for independent reading must be approved by the teacher for classroom instruction
- Use of the camera function can only be used under direction of the teacher

iPad Care

- Students will be held responsible for maintaining their individual iPad and keeping them in good working order
- iPad must be charged and ready for school each day. Charge them only by plugging the iPad into an electrical wall outlet with an Apple approved charger or into the charging station at school.

Reporting Issues

iPads that malfunction or are damaged must be reported to the Technology Department immediately. Parents/guardians, teachers, and other administrators may act as the student proxy in reporting the issue to the Technology Department.

- SJEDS will be responsible for repairing iPads that malfunction at no cost to the family
- Students are responsible for any and all damage.
 - Any iPad that has been damaged from student misuse, neglect, or accidents will be repaired with the deductible cost being borne by the student's family. Parents/guardians will receive notification before the device is sent for repairs, but repair is not optional. If the damage is covered under the AppleCare+ warranty, the deductible will be \$65 applied to the student's bill (\$49 deductible plus taxes, shipping, and fees)
 - Students will be responsible for the entire cost of repairs to an iPad that are not covered under AppleCare+ warranty. See Apple's information about AppleCare+: <https://www.apple.com/support/products/ipad.html>
 - Students will be responsible for damage to provided accessories, which may or may not also be covered under AppleCare+
- iPad covers/cases are NOT to be removed by students or parents without specific written or typed (email) permission from a teacher or administrator
- An iPad that is stolen must be reported immediately to the school and/or the local authorities, if necessary for insurance claims

Legal Propriety

- Students will comply with trademark and copyright laws and all license agreements. Students who are unsure about compliance should consult a parent/guardian, teacher, or administrator.
- Plagiarism is a violation of school policy. 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 of hacking or anonymizer software is strictly prohibited. Violation of applicable state or federal law may result in disciplinary action by the school or criminal prosecution.

Protecting & Storing the iPad

iPad Identification

The identity of student iPads is handled through multiple methods:

- The serial number has been recorded.
- The iPads have been enrolled with the Meraki Mobile Device Management suite.
- The wireless MAC address has been associated with the device and with the assigned user in the wireless system.
- iPad identity can be checked by the device name on the iPad under the settings

Storing Your iPad

When students are not using their iPad, they should be stored in a teacher designated space. Nothing should be placed on top of the iPad when stored. The iPad should not be stored in a vehicle overnight or long periods of time.

iPad Left in Unsupervised Areas

Under no circumstances should an iPad be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, library, unlocked classrooms, hallways, etc.. 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 and disciplinary action may occur.

Cost of Repairs

Students and their families will be held responsible for all damage to their iPad & Apple Pencil including, but not limited to: broken screens, cracked plastic pieces, interoperability from jail-breaking, damages to Apple Pencil from improper use, etc.

SJEDS has purchased AppleCare+ insurance for each iPad issued to students. For the first two incidences of accidental damage covered by AppleCare+, students will be charged \$65.00. Students will be charged the full price of repairs for any incident not covered by the AppleCare+ policy or for any incident occurring after the initial two incidents covered by the AppleCare+ policy. AppleCare+ policy information can be found by visiting <https://www.apple.com/support/products/ipad.html>. Students and their families will be charged full-price for replacement of chargers, iPad covers or any other peripheral device provided by the school for student use if not covered under AppleCare+. If they are covered, any and all applicable deductibles are the responsibility of the family.

The Apple Pencil will be covered for defectiveness related to manufacturing only. In rare cases, Apple has replaced Apple Pencils damaged beyond the manufacturing process, but it is not guaranteed. Loss of the Apple Pencil or damages not covered by Apple are the responsibility of the student and their family. Replacement cost of the Apple Pencil is \$89.

Privacy Statement

- St. James Episcopal Day School (SJEDS) may act as an agent for parents under COPPA (Child Online Privacy Protection Act) for school related online programs and mobile device application sign-up. This consent is granted with the signing of the school enrollment contract.
- Students are not allowed to change user names or passwords issued by the school for any reason. If a student feels that user account or password has been compromised, the teacher, Director of Technology, or other administrator should be informed immediately. If at any time SJEDS is unable to access student device or cloud storage using school issued usernames and passwords, disciplinary action may result.
- More detailed information on Terms of Service and Privacy Statements from services is available upon request. Please send requests to innovation@stjameseds.org.

A signature on the AUP indicates that all signed parties have read the terms and conditions of use, understands their significance, and agrees to abide by the terms of the AUP, this handbook, and any other pertinent St. James policies outlined elsewhere.

