

**Bishop Canerin High School**  
iPad Handbook  
2017-2018



## Table of Contents

### TECHNOLOGY INTRODUCTION

1. RECEIVING YOUR IPAD
    - 1.1 Receiving Your iPad
    - 1.2 iPad Check In
  2. TAKING CARE OF YOUR IPAD
    - 2.1 General Precautions
    - 2.2 Cases and Covers
    - 2.3 Screen Care
  3. USING YOUR IPAD AT SCHOOL
    - 3.1 iPads Left at Home
    - 3.2 iPads Undergoing Repair
    - 3.3 Charging Your iPad's Battery
    - 3.4 iPad Settings
    - 3.5 Sound, Music, Games and Apps
    - 3.6 Home Internet Access
  4. MANAGING YOUR FILES & BACKUPS
    - 4.1 Saving Documents to the iPad
    - 4.2 Network Connectivity
    - 4.3 Backups
  5. IPAD APPS
    - 5.1 Pre-Installed Apps
    - 5.2 Additional Apps
    - 5.3 Inspection
    - 5.4 Procedures for App re-installation
    - 5.5 Procedures for iOS re-installation
    - 5.6 App Updates
  6. ACCEPTABLE USE
    - 6.1 Parent/Guardian Responsibilities
    - 6.2 School Responsibilities
    - 6.3 Student Responsibilities
    - 6.4 Student Activities Strictly Prohibited
    - 6.5 Legal Propriety
    - 6.6 Student Discipline
  7. PROTECTING & STORING YOUR IPAD
    - 7.1 iPad identification
    - 7.2 Passcode Protection
    - 7.3 Storing Your iPad
    - 7.4 iPads Left Unattended
  8. REPAIRING OR REPLACING YOUR IPAD
    - 8.1 Insurance
    - 8.2 Claims
  9. IPAD TECHNICAL SUPPORT
- IPAD PLEDGE FORM  
INSURANCE DOCUMENTATION

## **TECHNOLOGY INTRODUCTION**

We, the faculty, staff, and parents of Bishop Canevin High School, in order to promote and to sustain Bishop Canevin as a school of unparalleled quality, which integrates faith into every aspect of life and culture, producing graduates who continually strive for human and Christian perfection see technology as one of the major aspects in our quest to achieve what is best for our students. In this context, we at Bishop Canevin believe the following:

- Technology is a broad term that encompasses a variety of equipment and applications.
- Technology is not about “stuff” but is about information - how we access it, how we interpret it, how we use it.
- Technology is one of many tools that a school can use to enhance its educational program.
- Technology should support our basic academic mission to teach students how to read, write, calculate, research and think.
- There is no “right” technology or “best” technology; we evaluate integration in light of its educational program.
- Technology integration requires thinking differently about instruction; it has the potential to assist with more student-centered learning.
- Access to technology must be equitable.
- Ethical and moral considerations play a vital role in the integration of technology.

The vision of Bishop Canevin High School is to provide students, staff and parents with easy access to the technologies which support its educational program. This should include, but not be limited to the following:

- Computers (classroom access, lab access, library/media center access or combinations of these)
- Mobile devices (laptops and iPads)
- Presentation technologies (Interactive whiteboards, overhead projectors)
- Telecommunications technologies (phones, Internet access, e-mail, etc.)
- Calculators
- Instructional support technologies (items and personnel which support staff, curriculum and content)
- Productivity technologies (copiers, scanners, fax, etc.)
- Administrative technologies (Student database programs, website, blog, etc.)
- Networking and security technologies

## **1. RECEIVING YOUR IPAD**

### **1.1 Receiving Your iPad**

iPads will be distributed during the Student/Parent Orientation evening or during student orientations. Parents and students must complete the iPad Pledge Form found at the end of this handbook by **September 8, 2017** in order to maintain possession of the device.

The insurance fee for the 2017-2018 school year is \$34 per student. This fee will be added to the student's tuition.

iPads will be collected at the end of each school year for maintenance, cleaning and app installations. Students may or may not retain their original iPad each year while enrolled at Bishop Canevin.

### **1.2 iPad Check-In**

iPads and chargers will be returned during Finals week of school. If a student transfers out of Bishop Canevin during the school year, the iPad and charger must be returned at that time.

Students who graduate early, are expelled or withdraw enrollment at Bishop Canevin for any other reason must return their iPad and charger on the date of withdrawal.

If your iPad or charger has been determined to be intentionally damaged, defaced or in a condition not attributable to normal wear and tear, you will be fined respectively for the damage at the end of the year during student iPad check-in or when checking out to transfer to another school.

If a student fails to return the device at the end of the school year or upon withdrawal of enrollment at Bishop Canevin, that student will be subject to criminal prosecution or civil liability and fined \$400 for the replacement cost of the device. Failure to return the device or reimburse the school for its replacement cost will result in a theft report being filed with the local authorities.

If a student returns a charger other than the one originally issued by the school, this same charger will be issued to the student at the beginning of the following school year. Students who graduate, transfer out, are expelled, or otherwise withdraw from Bishop Canevin must return the charger originally issued by the school. Failure to return the original charger will result in a fine of up to \$40 (\$20 for the USB cable; \$20 for the charging adapter).

## **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 Technology Office.

### **2.1 General Precautions**

- No food or drink is allowed next to your iPad while it is in use.
- Cords and cables must be inserted carefully into the iPad.
- To conserve battery life, the iPad screen should be locked when not in use.
- iPads must remain free of any writing, drawing, stickers or labels that are not the property of Bishop Canevin.
- iPads are sensitive to temperature extremes. Do not leave them in an area where they will overheat or freeze (for example, an unattended car).

- iPads must never be left in an unlocked car or any unsupervised area.
- Students are responsible for keeping their iPad battery charged for school each day.

To not comply with the General Precautions may result in being required to check out and return the iPad each day for a minimum of one week on the first offense, a minimum two weeks on the second offense and any additional offenses may result in the loss of iPad privileges as determined by the school administration.

## **2.2 Protective Cases**

Students are required to purchase an approved protective case for their iPad. iPads must be secured in their protective cases at all times to prevent damage. Students have two options for purchasing protective cases:

1. Protective cases can be purchased through BCHS at a cost of \$36. Cases purchased through the school will be distributed along with iPads at the iPad distribution meeting.
2. Protective cases can be purchased individually by families and brought to the iPad distribution meeting to be approved by the technology director. Protective cases must meet the following specifications:
  - a. It must be made of hard plastic.
  - b. It must cover the front, back, and all edges of the iPad.
  - c. It must attach to the iPad in such a way that it is not easily removed from it.

Approval of independently purchased cases is at the sole discretion of the technology director. No iPads will be distributed to students without a protective case.

If at any time during the school year a student's iPad is damaged while using an independently purchased case, the student will be required to switch to a school-issued protective case at a cost of \$36.

## **2.3 Screen Care**

The iPad screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure and sharp objects.

- Do not lean on the iPad.
- Do not place any heavy or sharp objects on top of the iPad.
- Do not poke the screen.
- Do not use pens, pencils or any other writing instrument on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth. Do not spray cleaners onto the iPad.

## **3. USING YOUR IPAD AT SCHOOL**

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, the Portal, e-mail and other resources may be accessed using the iPad. Students are 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 a student repeatedly leaves their iPad at home, they may be required to check out and return the iPad each day for a minimum of one week on the first offense, a minimum two weeks on the second offense and any additional offenses may result in the loss of iPad privileges as determined by the school administration.

### **3.2 iPads Undergoing Repair**

The Technology Office will provide replacement iPads when possible when a student iPad is dropped off for repair due to normal wear and tear, insurance issues or software issues. If the repair is required due to a violation of school policy or malicious intent the student will be required to check out and return the loaner iPad each day from the Technology Office.

In the event that an iPad is replaced, students are responsible for having all school materials backed up so they can be transferred to the new iPad.

### **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 iPad each evening. In the event that a student does not have a fully charged iPad or suffers a shortage of battery life during a day, it is the responsibility of that student to charge their iPad during lunch or another time of non-use. For this purpose, the Library will be designated as a charging area.

### **3.4 iPad Settings**

- Students may not change any iPad settings from the original defaults.
- Students may not remove the pre-installed profile. If a student removes this profile, appropriate discipline will be enforced.
- Inappropriate media may not be used as a background or notification sound. This includes images of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures or any other material that is not school-appropriate will result in disciplinary actions.
- Students may not restore their iPad to Factory Default Settings without permission from the Technology Director.
- Jailbreaking, hacking or the use of any alternate operating system is not permitted.

### **3.5 Sound, Music, Games and Apps**

- Sound must be muted at all times during the school day unless permission is obtained from the teacher for instructional purposes.
- Students are not permitted to use audio recording apps during the school day unless permission is obtained from the teacher for instructional purposes.
- Non-Educational games are not permitted during school hours.
- Students are permitted to save files, music, etc. to the iPad using up to 8 GB of space unless otherwise noted by administration or faculty. Files will not be backed up by the Bishop Canevin network. All content must be school appropriate.
- Any personal content downloaded from iTunes must use a personal Apple ID. Bishop Canevin's Apple ID is only for school content.

### **3.6 Home Internet Access**

Students are allowed to set up home Wi-Fi access on their iPads.

## **4. MANAGING FILES AND BACK UPS**

### **4.1 Saving Documents to the iPad**

Students are permitted to use the iPad's Internal Storage to save, transfer and work on files.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

### **4.2 Network Connectivity**

Bishop Canevin makes no guarantee that their network or Wi-Fi will be up and running 100% of the time. In the rare event of an outage, students can still use their iPad offline.

### **4.3 Backups**

Students are encouraged to use iCloud as a means for backing up their iPad.

Students are encouraged to back up personal content before Check In (see section 1.2). Bishop Canevin is not responsible for any lost content.

Students are not permitted to sync their iPad to iTunes on a personal computer.

## **5. IPAD APPS**

### **5.1 Pre-Installed Apps**

The apps originally installed by Bishop Canevin must remain on the iPad in a usable condition and be easily accessible at all times.

### **5.2 Additional Apps**

Students are permitted to install additional apps using a personal Apple ID (see section 3.5). Apps must meet the guidelines in section 3.4 of this handbook.

Students are required to use a personal Apple ID for school and personal app installation. The school may add apps for use in a particular course. The licenses for these apps may require that the app be deleted from the iPads at the completion of the course. Keys for these apps will be assigned to each student. Students may not share, swap or reuse this key.

### **5.3 Inspection**

iPads are the property of the school. The Administration and/or staff can request an iPad inspection at any time. Random iPad inspections will be held periodically.

### **5.4 Procedure for App re-installation**

Students are not permitted to remove apps that are provided by Bishop Canevin (see section 5.1). In the rare event that an app malfunctions, students must retrieve the app key from the Technology Office in order to re-install. The school does not accept responsibility for the loss of any content due to re-installation.

If it is determined that an app was removed on purpose, a fine of \$25 will be assessed. Multiple offenses will receive a fine of \$25 and appropriate detention(s).

### **5.5 Procedure for iOS re-installation**

Students may not restore their iPad to Factory Default Settings without permission from the Technology Office. Jailbreaking, hacking or the use of any alternate operating system is not permitted (see section 3.4). In the rare event that the iOS malfunctions, students must make an appointment with the Technology Office in order to re-install. The school does not accept responsibility for the loss of any content due to re-installation.

If it is determined that the iOS was damaged on purpose, a fine of \$25 will be assessed. Multiple offenses will receive a fine of \$25 and appropriate detention(s).

### **5.6 App Updates**

Occasionally, apps will have updated versions that need to be downloaded and installed. Students are responsible for downloading and installing updates outside of class time.

## **6. ACCEPTABLE USE**

Bishop Canevin High School is pleased to be able to offer iPads to our students. This device will provide tools, resources and 21<sup>st</sup> century skills to those who use it properly. To gain access to this device, students and parents must sign and return the Pledge Form to the school.

While the iPads are provided to enhance educational goals and objectives, students may find ways to access other materials that may not be considered educational or appropriate. For this reason, it is extremely important that rules be followed. Misbehavior could result in temporary or permanent loss of access to technology privileges. Violations may result in disciplinary action up to and including suspension or expulsion for students. When applicable, law enforcement agencies may be involved.

Many responsibilities result from the use of this technology in the educational setting.

### **6.1 Parent/Guardian Responsibilities**

- Talk to your child about values and standards that should be followed when using the Internet.
- It is the parents' responsibility to supervise all use of the Internet while their child is using a school iPad at home.
- Any use of the iPad outside of the school day still falls within the guidelines of this Handbook. All students will abide by these guidelines while using their iPad either at or away from school.

### **6.2 School Responsibilities**

- Provide Internet to its students while at school.
- Provide filter of inappropriate content while at school.
- Bishop Canevin reserves the right to review, monitor and restrict content stored and transmitted via school owned equipment.
- Provide staff guidance to aid students in using the device for educational purposes.
- Assure student compliance of this Handbook.

### **6.3 Student Responsibilities**

- Use technology in a responsible and ethical manner.
- Follow general school policies concerning behavior and communication that apply to technology use.
- Use all technology in an appropriate manner as to not damage school equipment.
- Contact school administration with any malfunction, damage or security issues.

### **6.4 Student Activities Strictly Prohibited**

- Any action that violates the guidelines in this handbook or the Student-Parent Handbook.
- Illegal use of copyrighted materials.
- Use of Websites selling papers, reports or other forms of plagiarized work.
- Messaging, chatting or social networking services in ways that violate the Student/Parent Handbook.
- Taking pictures or videos with the iPad's camera.
- Inappropriate, adult or gambling games.
- Jailbreaking, hacking or installing alternate operating systems.
- Installing inappropriate apps.
- Spam or anonymous communications.
- Using school equipment or resources for financial gain.
- Vandalism.
- Participation in fraud, forgery or other forms of illegal behavior.
- Giving out personal information, except in an educational context.
- Use of any content that is obscene, offensive, threatening or otherwise intended to harass or demean others.

### **6.5 Legal Propriety**

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity.
- Plagiarism is a violation of school policy. This includes Internet resources, graphics, videos, music and text.

### **6.6 Student Discipline**

Technology owned by Bishop Canevin High School is first and foremost for educational purposes. This does not preclude the use of the iPad at home for other purposes. However, priority is given to the student and their use for school. While at school or at home, a student who violates any part of this handbook will be subject to consequences as outlined by school administration.

## **7. PROTECTING AND STORING YOUR IPAD**

### **7.1 iPad Identification**

iPads will be digitally labeled by the school. This label must not be removed for any reason. The school will maintain a database of all iPads.

All iPads are registered with the “Meraki” service. This service will only be used if an iPad is lost, stolen or if there is a suspicion of inappropriate use.

## **7.2 Password Protection**

Students are permitted to password/passcode protect their device. However, during inspections, repairs and check-in, all passwords/passcodes must be reported to the Technology Director.

## **7.3 Storing Your iPad**

When students are not using their iPad, it is the student’s responsibility to keep it safe and secure.

- Nothing should be placed on top of the iPad.
- Keep lockers locked.
- Students are encouraged to take their iPads home every day.
- iPads should not be stored in a vehicle.

## **7.4 iPads Left Unattended**

Under no circumstances should iPads be left unattended. If an iPad is found unattended it will be taken to the Main Office or Technology Director. Students will be charged \$5.00 to retrieve an iPad that has been turned in.

# **8. REPAIRING OR REPLACING YOUR IPAD**

## **8.1 Insurance**

All students are required to pay \$34 to cover the cost of Insurance for their iPad. See attached document for coverage details.

## **8.2 Claims**

All Insurance claims must be filed with the Technology Director. Students are required to pay the \$100 deductible before the claim is reported.

Students who need to file multiple claims during the school year will be charged an extra \$25 per claim. Students will be charged \$400 if four or more claims are filed in one school year.

# **9. IPAD TECHNICAL SUPPORT**

The Technology Office will coordinate all technical support issues. Issues related to school work will be given priority.

## **IPAD PLEDGE FORM**

Parents and students must complete the iPad Pledge Form found at the end of this handbook by September 8, 2017 in order to maintain possession of the device. The iPad Pledge Form states the following:

### **Student Pledge for iPad Use**

1. I will follow all of the policies and regulations included in the iPad Handbook while at school as well as outside of the school day.
2. I agree to return the iPad, USB cable and power connector in good working order.

### **Parent Pledge**

1. I recognize that it is my responsibility to restrict access to all controversial content and I will not hold Bishop Canevin High School or its employees responsible for any content acquired by my child.
2. I will assume full responsibility for any harmful or illegal content on the iPads.
3. I will assume full responsibility for any damage that occurs to the iPad while the device is in my child's possession.
4. I understand that the iPads and all school-installed Apps are the property of the Pennsylvania Department of Education in accordance with Act 90/195 of 1972.
5. I hereby give permission to allow my child to check out an iPad for the 2017-2018 school year.

**I agree to the stipulations set forth in this Handbook, the Student Pledge for iPad Use and the Parent Pledge.**

Student Name (printed): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_