

2017-2018

iPad Handbook



Trinity School of Texas

215 Teague Street

Longview, Texas 75601

www.trinityschooloftexas.com

Table of Contents

General Information.....	4
iPad Program.....	4
Implementation Overview.....	4
Cost Overview.....	4
Beliefs/Statements and Goals Overview.....	5
Receiving Your iPad	6
Receiving Your iPad and iPad Check-In.....	6
iPad Check-In.....	6
Check-In Fines.....	6
Taking Care of your iPad.....	6
General Precautions.....	6
Carrying iPads.....	7
Screen Care.....	7
Using Your iPad at School.....	7
iPads Left at Home.....	7
iPad Undergoing Repair.....	8
Charging Your iPad’s Battery.....	8
Screensavers.....	8
Sound, Games, or Programs.....	8
Home Internet Access.....	8
Managing Your Files and Saving Your Work.....	9
Saving to the My Documents/Home Directory.....	9
Network Connectivity.....	9
Software On iPads.....	9
Originally Installed Software.....	9
Inspection.....	9
Procedure for Re-Loading Software.....	9
Software Upgrades.....	9
Acceptable Use Policy.....	10
Parent/Guardian Responsibility.....	10
School Responsibilities are to.....	11
Student Responsible are to.....	11
Student Activities Strictly Prohibited.....	11-12
iPad Care.....	12
Legal Propriety.....	12-13
Student Discipline.....	13

Protecting and Storing Your iPad Computer.....	13
iPad Identification.....	13
Storing Your iPad.....	13
iPads Left in Unsupervised Areas.....	13
Repairing or Replacing Your iPad Computer.....	14
School Protection.....	14
Personal Home/Homeowners' Insurance.....	14
Cost of Repairs.....	14-15
Repairs.....	14
Technology Honor Code.....	14-15
Student Pledge for iPad Use.....	16
iPad Protection Plan.....	17
iPad Usage Agreement (Needs Student's & Parent's Signatures).....	18

General Information

iPad Program

The focus of the iPad program at Trinity School of Texas is to provide tools and resources to today's learner. Excellence in education requires that technology be seamlessly integrated throughout the academic program. The individual use of iPads is one way to empower students in their learning as they prepare for college. Technology immersion does not diminish the vital role of the teacher. To the contrary, it enlarges the role of the teacher to include the directing and facilitating of learning. Effective use of iPads promotes the continuous dynamic interaction among students, educators, parents, and the extended community.

Implementation Overview

This iPad technology initiative at Trinity School of Texas will require the disbursement of a single iPad to every sixth, seventh, and eighth grade student. Each of these students will receive an iPad, case, and charger. The devices will be required for all core classes. iPads will be distributed at the beginning of the school year and collected at the end of the school year for summer maintenance.

Cost Overview

The 16GB iPad Air 1 or 2 with Wi-Fi, protected case, charger and 3-year Apple Care warranty will be issued to each student. A \$160 a year technology fee will be charged to each student which will enable use of the device for the school year. Fees for required apps and educational materials will be assessed separately. A student who provides their own iPad will not be charged the technology fee, but will be responsible for separately purchasing, installing, and maintaining all required apps and educational materials and using their iPad in a manner consistent with the Acceptable Use Policy in this handbook.

Belief Statements and Goals Overview

Technology Belief Statements

1. Technology is becoming an increasingly critical part of the learning experience and curriculum delivery, as well as meeting the mission of the school.
2. Technology is changing the way teachers and students interact with each other.
3. We desire that teachers know how to wisely use technology to enrich the learning experience.
4. Technology expands the classroom experience beyond traditional time and space limits.
5. Students are “wired” differently today and technology enables us to respond more effectively to learner needs.
6. It is critical that we continue to teach students discernment and ethical use of technology. We live in a visual society and we need to teach students to use technology effectively and responsibly.
7. A common level of accessibility to technology is essential for students, teachers, and parents.
8. We need to continue teaching technological literacy and continue to evaluate what that means as new technologies emerge and old technology becomes obsolete.

Goals

1. Teach students discernment and the ethical use of technology.
2. Improve the quality of students’ learning and academic achievement as they develop knowledge and skills for their future mission.
3. Provide greater access to educational opportunities, formative assessments, and differentiated instruction.
4. Improve communication and widen our sense of community by expanding the way teachers, students, and parents are able to interact with each other.

Receiving Your iPad and iPad Check-In

Receiving Your iPad

The iPads will be distributed each fall during “Welcome Back “. **Parents and students must sign and return the iPad Usage Agreement before the iPad can be issued to the student.**

iPad Check-In

The iPads will be returned during the final week of school so that they can be checked for serviceability. If a student transfers out of Trinity School of Texas during the school year, the iPad will be returned to the school at that time.

Check-In Fines

Individual school iPads and accessories must be returned to the Trinity School of Texas’s Main Office at the end of each school year. Students who withdraw or terminate enrollment at Trinity School of Texas for any other reason must return their individual school iPad on the date of termination. If a student fails to return the iPad at the end of the school year or upon termination of enrollment at TST, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad, or, if applicable, any insurance deductible. Furthermore, the student will be responsible for any damage to the iPad, consistent with the School’s iPad Protection plan and must return the iPad and accessories to the TST Main Office in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

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 Main Office for an evaluation of the equipment by the Technology department.

General Precautions

- The iPad is school property and all users will follow this policy and the TST acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen; no cleansers of any type are allowed.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, “skins”, or labels that are not the property of TST.
- 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.

Carrying iPads

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

- iPads should always be within the protective case.
- In the event the original case has been damaged, it is the responsibility of the student to notify the I.T. department. A replacement case will be provided and the students accounts will be charged.
- Placing the iPad and case in backpacks or bags is acceptable as long as other objects such as folders and workbooks are kept to a minimum to avoid placing too much pressure and weight on the iPad screen.
- Backpacks or bags must not be tossed, dropped, or stacked in a manner that might cause damage to the iPad.

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

Using Your iPad at School

iPads are intended for use at school each day. Students are required to bring their iPads to all classes, unless specifically instructed not to do so by their teacher.

iPads Left at Home

If students leave their iPads at home, they are responsible for getting the course work completed as if they had their iPads present. If a student repeatedly (three or more times as determined by any staff member) leaves his or her iPad at home, he or she may be subject to discipline as defined later in this handbook.

iPad Undergoing Repair

Students may be issued a new iPad to replace the iPad needing repair and will need to sign a new iPad Usage Agreement showing the new serial number. There may be a delay in getting an iPad should the school not have enough to loan. If this occurs, the students will be able to check out books during the repair period.

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. 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.

Screensavers/Background Photos

- Personal pictures are no longer allowed unless a teacher has given specific permission.
- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, or gang related symbols or pictures will result in disciplinary actions.

Sound, Music, Games, or Programs

- Games are not allowed except those originally installed on the iPads to be used for educational purpose.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is not allowed on the iPad.

Home Internet Access

Students are welcome to connect their iPads to their home wireless networks. This connection will assist them with iPad use while at home.

Managing Your Files and Saving Your Work

Saving to the iPad/Home Directory

Students may save work to the home directory on the iPad, but it is recommended that students save using Google Docs. Students may e-mail documents to themselves for storage on a flash 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. iPad malfunctions are not an acceptable excuse for not submitting work.

Software on iPads

Originally Installed Software

The software/apps originally installed by TST 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. The licenses for this software require that the software be deleted from iPads at the completion of the course. Periodic checks of iPads will be made to ensure that students have not removed required apps.

Inspection

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

Procedure for Re-Loading Software

If technical difficulties occur, or illegal software or inappropriate 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 procedure.

Software Upgrades

Upgraded 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. The iPads **will NOT be backed up in case of re-imaging.**

Acceptable Use Policy

The use of Trinity School of Texas's technology resources is a privilege, not a right. The privilege of using the technology resources provided by TST is not transferable or extendable by students to people or groups outside the school and terminates when a student is no longer enrolled at Trinity School of Texas. 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 Trinity School of Texas's technology resources may be denied, and the appropriate disciplinary action shall be applied. The TST 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.

Parent/Guardian Responsibilities

- Talk to your student about moral values and the standards that your family 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.

Monitoring and Supervision

- iPads should be used in a location where use can be monitored and supervised by a parent; unsupervised use is strongly discouraged, e.g. use in a bedroom.
- Each student is responsible for all uses of his or her assigned iPad.
- Use of the iPad by other family members is not allowed.
- Students should not allow other students to borrow their iPads.

Internet Access at Home

- Students are welcome to access the Internet away from school using a wireless connection.
- While Internet filters provide an important level of protection, **no filter program provides 100% protection. Monitoring and supervision are still very important.**

School Responsibilities are to:

- Provide internet blocking of inappropriate materials as able while on school property.
- Provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

Student Responsibilities are to:

- Use computers/iPads in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to iPad/computer or camera use.
- Protect the privacy of his or her username and password from others.
- Not copy or modify files, data, or passwords belonging to other users and/or not to use his or her username and password.
- Not reveal his or her personal information or images online, or those of any other individual.
- Not to participate in any actions which may be considered obscene, profane, pornographic, discriminatory, defamatory, harassing, malicious, or dangerous.
- 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, miss-deliveries, or service interruptions caused by the student’s own negligence, errors, or omissions.
- Help TST protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitor all activity on his or her account.
- Always turn off and secure his or her iPad after he or she is done working to protect his or her work and information.
- Return his or her iPad to the Main Office at the end of each school year. Students who withdraw or terminate enrollment at TST for any other reason must return their individual school iPad computers on the date of termination.

Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Use of chat rooms, sites selling term papers, book reports, and other forms of student work.
- Messaging services – for example: MSN Messenger, ICQ, etc.
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc.).
- Spamming – sending mass or inappropriate emails.
- Gaining access to other students’ accounts, files, and/or data.
- Use of the school’s internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger, etc.

- Students are not allowed to give out personal information, for any reason, over the Internet unless directed by the teacher for educational purposes. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Facebook, Ebay, 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 will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.

iPad Care

- Students will be held responsible for maintaining their individual iPads and keeping them in good working order.
- iPad batteries must be charged and ready for school each day.
- Only labels or stickers approved by TST may be applied to the iPad.
- iPad cases furnished by TST must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- iPads that malfunction or are damaged must be reported to the Main Office and an appropriate damage report filed. TST will be responsible for repairing iPads that malfunction. iPads that have incurred accidental damage from handling (a service event) will be repaired with a \$53.04 service fee cost being borne by the student. After two service events, students will be responsible for the entire cost of repairs or replacement.
- **Students are financially responsible for lost or stolen iPads and all damage due to neglect, recklessness, or abuse. These circumstances are not covered by warranty.**
- iPads that are lost or suspected stolen must be reported immediately to the Main Office.

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 rules listed in the TST 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 of hacking software is strictly prohibited and violators will be subject to the discipline outlined in the TST Student Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by TST.

Student Discipline

- If a student violates any part of the above policy, the student may be subject to discipline. Disciplinary consequences may include:
 - Conferences with student and/or parents.
 - Student being required to check in/check out iPad from the Main Office daily for a specified time.
 - A specified period of iPad privilege suspension (student still responsible for all required work).

Protecting and Storing Your iPad Computer

iPad Identification

Student iPads will be labeled with a TST asset tag. iPads will be assigned to students and identified by a record of the asset tag and serial number in the TST asset system.

Storing Your iPad

When students are not using their iPads, they should be stored in their locked lockers (school issued locks will be assigned). Nothing should be placed on top of the iPad when stored in the 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 whether at school or at home.

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, gym, computer lab, locker rooms, library, unlocked classrooms, school store, 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 Main Office. Students will be charged \$10.00 if it has been turned into the Main Office due to not being supervised.

Repairing or replacing the issued iPad

School Protection

Apple Care Warranty is built into each iPad, but includes a \$53.04 deductible to cover iPad repair or replacement in the event of accidental damage. This plan will include two repairs; additional replacements will cost the student/parent the full value of an iPad (approx. \$500).

Personal Home or Homeowners Coverage

Students or parents may wish to carry their own personal insurance to protect the iPad in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the iPad computer. Most insurance policies will require a rider for electronics and only provide so much coverage and a higher deductible.

Cost of Repairs

Repairs

Students will be held responsible for ALL damage to their iPads including, but not limited to: broken screens, cracked plastic pieces, water damage, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as cases and cables will be charged the actual replacement cost.

Technology Honor Code

Using technology honorably includes:

- Using computers and iPads, software, and other information resources to support learning, complete school assignments, and gain a better understanding of information technologies and their applications.
- Using the internet to perform research related to academic and extracurricular school functions, and to communicate with scholars, students, and specialists outside of campus to improve knowledge and advance academic work.
- Providing appropriate attribution for any materials gathered using information technology, using all resources to the maximum degree allowed by Federal copyright laws,
- Using technology to collaborate with students and faculty in academic and extracurricular school functions.
- Seeking permission to record or photograph classroom presentations and activities.
- Respecting and encouraging each other online through words and media.

- Using appropriate language in online communications.
- Representing your own views, and not those of others, in any form of electronic communication.
- Owning your mistakes.
- Respecting the privacy of other computer accounts.
- Respecting your personal contact information and that of others.
- Respecting the registration policies of age-restricted online services (e.g. Facebook, Instagram).
- Posting pictures and messages that are honorable on social networking sites.
- Speaking with an adult you trust should you receive a message that is inappropriate or makes you feel uncomfortable.
- Protecting equipment (school-owned and loaned) from damage or theft.
- Supporting and respecting the school's technology security systems.

Violations of the above standards may result in the following consequences, depending upon the violation:

- Discussion about incident with student(s) involved.
- Being required to leave your iPad at school for a period of time (ex. weekends, every night, etc.).
- Meeting with Head of Middle/Upper Schools (might involve parent and/or Head of School).
- Involve disciplinary action according to the guidelines in the TST Student Handbook.
- Paying for damage to the iPad.

Student Pledge for iPad Use

1. I will take good care of my iPad.
2. I will never leave the iPad unattended.
3. I will never loan out my iPad to other individuals.
4. I will know where my iPad is at all times.
5. I will charge my iPad's battery daily.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any repairs. I will not "jailbreak" the iPad.
8. I will protect my iPad by carrying it in the case provided.
9. I will use my iPad in ways that are appropriate, meet TST expectations, and are educational.
10. I will not place decorations (such as stickers, markers, "skins", etc.) on the iPad. I will not deface the serial number or the iPad sticker on any iPad.
11. I understand that my iPad is subject to inspection at any time without notice and remains the property of Trinity School of Texas.
12. I will follow the policies outlined in the iPad Handbook and the Technology Honor Code while at school, as well as outside the school day and off campus.
13. I will file a service report for any hardware malfunction or accidental damage.
13. I will be responsible for loss caused by theft or vandalism and will file a lost or suspected theft report in the Main Office.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the iPad, case, and power cords in good working condition.

iPad Protection Plan

TST recognizes that with the implementation of the iPad initiative there is a need to protect the investment by both TST and the Student/Parent. The following outlines the various areas of protection: Warranty, Accidental Damage Protection, and Insurance.

Apple Care Warranty is built into each iPad and covers hardware service and accidental damage from handling for four years. Hardware service that is a malfunction or defect in materials will be repaired at no charge. Accidental damage repair includes a \$53.04 deductible cost to the student to cover iPad repair or replacement. This plan will include two service repairs or replacements; additional repairs or replacements will cost the student/parent the full value of an iPad (approx. \$500).

INTENTIONAL DAMAGE : Students/Parents are responsible for full payment of intentional damages to iPads. Warranty, Accidental Damage Protection, or School iPad Protection **DOES NOT** cover intentional damage of the iPads.

LOST OR SUSPECTED STOLEN: Students/Parents are responsible for replacement cost of any lost or suspected stolen iPads. If a student has lost or suspects the iPad has been stolen, the student will immediately file a Lost or Suspected Stolen Report with the Main Office.

**Trinity School of Texas
iPad Usage Agreement
2017-2018**

Inventory Number _____ **Serial Number** _____

Description of items assigned: 16MB wi-fi iPad 2 or 16 GB iPad Air; Protective Case, Apple Care Warranty, Charger

By our signatures below, we acknowledge receipt of and complete financial responsibility for the care and protection under any and all circumstances of the items listed above and we agree to return these items in good working order and acceptable condition to Trinity School of Texas. We also agree to the stipulations as set forth in the above documents including the iPad Handbook; the Acceptable Use Policy; the Student Pledge for iPad Use and the iPad Protection Plan.

Student Name (Please Print) _____

Student Signature _____ **Date** _____

Parent Name (Please Print) _____

Parent Signature _____ **Date** _____

Individual school iPads and accessories must be returned to the TST Main Office at the end of each school year. Students who withdraw or terminate enrollment at TST for any other reason must return their individual school iPads on the date of termination.