

Faith Christian School iPad Policy/Handbook



21st Century Learning Founded on Timeless Biblical Truth

“For we walk by faith, not by sight” I Cor. 5:7

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General Information

Faith Christian School iPad Program

The focus of the iPad program at Faith Christian School (“FCS”) 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 high school and 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.

Implementation Overview

This 1:1 technology initiative at FCS will require the disbursement of a single iPad to every student in grades K-8. Each student will receive one iPad, case, charger, keyboard, headphones, and stylus. The devices will be required for all core classes and some electives. iPads will be distributed at the beginning of the school year and collected at the end of the school year for summer maintenance.

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. As Christians it is critical that we continue to teach students discernment and ethical use of technology.
7. We live in a visual society and we need to teach students to use technology effectively. 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. Equip students to use technology that will benefit the church and Christ.
2. Teach students discernment and the ethical use of technology.
3. Improve the quality of students’ learning and academic achievement as they develop knowledge and skills for their future mission and calling.
4. Provide greater access to educational opportunities, formative assessments, and differentiated instruction.
5. 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

iPads will be distributed each fall during “*iPad Orientation.*” **Parents and students must sign and return the iPad Rental Agreement before the iPad can be issued to the student.**

iPad Check-in

iPads will be returned during the final week of school so that they can be checked for serviceability. If a student leaves FCS during the school year, the iPad will be returned at that time.

Check-in Fines

Individual school iPads and accessories must be returned to the FCS at the end of each school year. Students who withdraw or terminate enrollment at FCS for any 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 FCS, the student will pay the replacement cost of the iPad, or, if applicable, any insurance deductible.

Accessories

Students will have a Otterbox case, bluetooth keyboard, earphones, and stylus assigned to them to help them work with and protect the iPad. These are considered school property and are expected to be brought to school each day just as the iPad is. Students are expected to respect this property, properly care and maintain it, and inform a teacher if any problem or defect arises with the accessories.

Purchasing Your Own iPad

Parents may purchase their own iPad for the student or buy the iPad from school that is assigned to their child. When parents purchase their own iPad, these minimum requirements must be met: 32 GB or larger, must have a camera (iPad 2 or newer and all iPad minis). When parents purchase an iPad on their own, they must also purchase an Otterbox Defender Series case for the iPad as well.

Apple ID

All students must have an Apple ID that is unique to them. In order to get an Apple ID, students will also need a e-mail account. We recommend that parents get a Google Account (Gmail) set up for their children. School will then collect passwords, birthdates, usernames, parent e-mail, and all security information for each student and Apple Id to ensure the smooth use of the iPad with all downloads and to help trouble shoot and issues that arise. This information will never be shared with anyone else and will be kept confidential.

App Store, Apps, iTunes, eBooks

School will purchase all required apps, music, and ebooks for the students. Students will be expected to keep these apps on the iPad at all times. The apps will become the property of the student and their Apple ID. All etextbooks are the property of FCS.

Specific Website Student Accounts

Some classes, curriculum, and teachers may need students to set up accounts from time to time to more fully integrate the iPad and technology into the classroom. These accounts may include but are not limited to Amazon, Twitter, KidBlog, Spelling City, etc. Teacher will be expected to make parent aware of these accounts when they are created. If possible, the teachers will be expected to set up these accounts. From time to time, parents also may be needed to help set up accounts. Both parents and teachers will be expected to help maintain and oversee these accounts that they are used properly.

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 given to the teacher for an evaluation of the equipment.

General Precautions

- The iPad is school property and all users will follow this policy and the FCS 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.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of FCS.
- 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 when carried.
- Some carrying cases 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.

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

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. In some cases, parents will be called to bring in the student's iPad. If a student repeatedly (3 or more times as determined by any staff member) leaves their iPad at home, they will lose the privilege of taking the iPad home and will be required to "check out" their assigned iPad from the teacher each day for 3 weeks.

iPad Undergoing Repair

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

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 3 days-not consecutively) of this policy will result in students being losing the privilege to take the iPad home and they will be required to "check out" their iPad from the teacher for 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.

Screensavers/Background photos

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of inappropriate language, alcohol, drug, or any improper pictures will result in disciplinary actions.

Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Appropriate music will be downloaded onto school owned iPads by FCS onto the Music app. No other music should be loaded onto the school owned iPads by students.
- Do not stream music or any other media as it will slow down the work of other students. The teachers have pre-loaded music onto the iPad that you can listen to.

Home Internet Access

Students are welcome to connect their iPad to their home wireless networks. This 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, iCloud, or Dropbox. 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.

Network Connectivity

FCS makes no guarantee that their 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.

iOS and Apps on the iPads

Originally Installed Software

The iOS/apps originally installed by FCS must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add applications for use in a particular course. These apps should 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 iPad for inspection.

Procedure for re-loading software

If technical difficulties occur or illegal software, 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.

Software upgrades

Upgrade versions of licensed iOS/apps are available from time to time. Students will be required to check their iPads for periodic updates.

Protecting & Storing your iPad

iPad Identification

Student iPad's will be labeled in the manner specified by the school. iPads can be identified by a record of the serial number.

Storing Your iPad

When students are not using their iPads, they should be stored in their desks. Nothing should be placed on top of the iPad, when stored in the desk. 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. If using the bus, students should not take out their iPads on the bus ride home.

iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and hallways. Any iPad left in these areas is in danger of being stolen.

iPad Protection Plan

FCS recognizes that with the implementation of the iPad initiative there is a need to protect the investment by both FCS and the Student/Parent. The following outlines the various areas of protection: warranty, accidental damage protection and insurance.

Personal, Home, or Homeowners coverage

FCS will make parents aware of annual insurance that they can purchase if they choose, to help cover loss of or damage to the iPad. 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. Most insurances will require a rider for electronics and only provide so much coverage and a higher deductible.

Cost of 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 or damaged peripheral items such as keyboards, headphones, stylus, and cables will be charged the actual replacement cost.

ADDITIONAL INFORMATION: In cases of theft, vandalism and 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 principal's office. The student's teacher and principal should be notified immediately.

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

Acceptable Use

The use of Faith Christian's technology resources is a privilege, not a right. The privilege of using the technology resources provided by FCS is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in Faith Christian 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, privileges may be terminated, access to Faith Christian School's technology resources may be denied, and the appropriate disciplinary action shall be applied. The FCS 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 child about Christian 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.
- Parents are expected to periodically check their child's iPad for any inappropriate use and content. This would include email, music, photos, and other apps that the student downloads.

Monitoring and supervision

- iPad's 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 their assigned iPad.
- Use of the iPad by other family members is not allowed.
- Students should not allow other students to borrow their iPad.
- Teachers will periodically check student's iPads to check email, app downloads, music downloads, pictures, videos, and any other aspects of the iPad to ensure proper use of the iPad

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.
- Your WiFi + a family filter: While Internet filters provide an important level of protection, no filter program provides 100% protection. Monitoring and supervision are still very important. Some wireless routers (WiFi) at home allow you to use "family" filters to filter Internet content using www.OpenDNS.com.
- Students are allowed to print to a home printer if the printer is an airprint printer. It is NOT required for a parent to purchase an airprint printer at home. Students can always print at school.

School Responsibilities are to:

- Equip each student with iPad and accessories
- Provide Internet and email access to its students.
- Provide Internet blocking of inappropriate materials as able.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

Student Responsibilities are to:

- Use iPads in a responsible and ethical manner.
- 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 FCS may be applied to the iPad.

- Obey general school rules concerning behavior and communication that apply to iPad or camera use.
- Protect the privacy of their username and password from others.
- Not copy or modify files, data or passwords belonging to other users and/or not to use their usernames and passwords.
- Not reveal personal information or images online or those of any other individual.
- Not to participate in any actions which may be considered obscene, profane, 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, mis-deliveries or service interruptions caused by the students own negligence, errors or omissions.
- Use of any information obtained via FCS’s designated Internet System is at your own risk. FCS specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Help FCS protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their account(s).
- Always turn off and secure their iPad after they are done working to protect their work and information.
- Respecting that network bandwidth, server disk space, and printer paper and toner are shared and limited resources.
- Supporting and respecting the school's technology security systems.
- Owning to your mistakes.
- Respecting the registration policies of age-restricted online services (e.g., Facebook, MySpace).
- Seeking permission to record or photograph classroom presentations and activities.
- 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.
- Using God honoring language in online communications.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to show their teacher and/or principal.
- Return their iPad to their teacher at the end of each school year. Students who withdraw or terminate enrollment at FCS for any other reason must return their individual school iPad on the date of termination.
- iPads that malfunction or are damaged must be reported to the teacher. FCS will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with cost being borne by the student and parents. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally.

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, iMessage, 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 student’s accounts, files, and/or data
- Use of the school’s internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications.
- 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, 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
- Bypassing the FCS web filter through a web proxy
- Possession of hacking software
- 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 FCS rules. 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.
- “Jailbreak” of the iPad

Student Discipline

Violations of any of the standards set forth in this handbook may result in the following consequences, depending upon the violation:

- Discussion about incident with student(s) involved.
- Meeting with administrator and/or school board on improving after a violation.
- Being required to leave your iPad at school for a period of time (ex: weekends, every night).
- Meeting with tech staff (might involve parent and/or principal).
- Involve disciplinary according to the guidelines in the FCS Handbook.
- Paying for damage to iPad.

If necessary, a student will be put on the following disciplinary steps:

1st offense – Student will check in/check out the iPads from the teacher daily for three (3) weeks.

2nd offense – Three (3) weeks of iPad privilege suspension (student still responsible for all required work)

3rd offense – Loss of iPad privileges for a length of time determined by administration.

Faith Christian School iPad Agreement

I agree to the stipulations 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.

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

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

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 protect my iPad by only carrying it while in the case provided.
8. I will use my iPad in ways that are appropriate, meet FCS expectations and are educational.
9. I understand that my iPad is subject to inspection at any time without notice and remains the property of Faith Christian School.
10. 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.
11. I will be responsible for all damage or loss caused by neglect or abuse. I agree to return the iPad, keyboard, case, power cords, headphones, and stylus in good working condition.

Online Behavior

- **Be Kind.** Observe a Christian standard of behavior, etiquette, and sensitivity towards others. We are committed to honor the name of Jesus Christ and the dignity of others. In general, use God honoring language in all online communications. This ethic is to be observed in all online behavior, including personal email and social media. Ask permission before posting photos or videos of your fellow students. All incidents of cyber bullying, harassment, racist or sexist language, or other inappropriate use will result in serious consequences (see Discipline, below).
- **Be Aware.** Always assume the information you send or post may be viewed by people for whom it was not intended. Never assume your message, post, or photos will be private. Information lives on the Internet forever. If messages, photos or videos of you are posted by a fellow student without your permission, ask a teacher or administrator for help.
- **Be Safe.** Refuse to provide personal or confidential information, such as your address, phone number, or age to others over the Internet. Never agree to meet a person that you have met online. Notify your parent or teacher if a stranger attempts to meet or contact you.
- **Be Honorable.** Refuse to engage in any activity on a computer or mobile device that violates school rules or local, state, or federal laws. This includes plagiarism, violation of copyright laws, illegal downloads of software, music or movies, unauthorized scanning of images or documents, etc. In addition, it is your responsibility to report any violation of this policy. Failure to do so may result in disciplinary action.