



ST. MARY'S SCHOOL

Technology Policy, Procedures, and Information

2023-2024

Children's lives are constantly engaged in mobile digital technologies – tablet computing, games, cellphones, and smartphones. If we as educators can carefully manage and capitalize on these technologies, we will *significantly* boost their learning. Mobile devices are part of the routine of children's lives today. The question is no longer whether we should use these devices to support learning, but how and when to use them.

The personalization and socialization of online tools have captivated the students of today. They have the ability to build large networks of friends; share their thoughts, feelings, and goals; and communicate as they wish. They have the ability to interact with other learners at their convenience, with time and place presenting no hurdle.

Students have become so invested in mobile devices that our society has coined a new term for them, "*digital natives*". They only know a world where this is possible. It is a world where anytime and anyplace makes learning possible via cellular and WiFi networks.

So what is all this doing for K-8 education at St. Mary's School? Nothing short of disrupting and transforming the established teaching and learning paradigm. Education is facing two distinct challenges today: Students *want* and *desire* to learn in different ways and students *want* and *need* to learn in different ways. The availability and use of mobile technology is helping to solve those two challenges facing education today.

St. Mary's School's 1:1 iPad setting empowers students and teachers to use technology like adults do in the real world, accessing and using purposeful technology based tools anytime a task calls for them. This learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with our 1:1 iPad program integrates technology into the curriculum anytime, anyplace and we are no longer limited by the four walls of a classroom.

The policies, procedures and information within this document apply to all iPads and computers used at St. Mary's School, including any other device considered by the Administration to come under this policy. Individual teachers may set additional requirements for use in their classrooms.

1. RECEIVING YOUR IPAD & IPAD CHECK-IN

1.1 RECEIVING YOUR IPAD

iPads will be checked out each fall to all incoming St. Mary's & Play Island students. **Parents & students must sign and return the iPad Agreement and Student Pledge documents (found of pages 11 & 12 of this handbook) and pay the Technology fee before the iPads can be issued to each class. 6-8th grade students will not be able to bring iPads home until their whole class has turned in the required documents and paid the fee.**

1.2 IPAD CHECK-IN

All St. Mary's issued iPads, cases, chargers and cords will be returned during the final week of school so they can be updated, serviced and stored safely for the summer.

If a student transfers out of St. Mary's School or Play Island for any reason, the iPad must be returned at the date of termination. Students who withdraw, are suspended or expelled, or terminate enrollment at St. Mary's School or Play Island for any other reason must return their 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 St. Mary's School or Play Island, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad. Failure to return the iPad or if the iPad is stolen will result in a theft report being filed with the local law enforcement agency.

If the iPad appears undamaged, the iPad will be reassigned the following school year. If the student returns to St. Mary's the following school year, the iPad will be inspected, serviced and assigned back to the student. If the iPad appears damaged, please refer to "Section 8" for further explanation of replacement costs.

School issued iPads & iPad accessories are property of St. Mary's School and students are responsible for returning them in reasonable condition. Furthermore, the student will be charged a fee for any needed repairs, not exceed the replacement cost of the iPad.

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 their teacher or administration for an evaluation of the equipment.

2.1 GENERAL PRECAUTIONS

- The iPad is school property and all users will follow this policy and St. Mary's acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleaners of any type.
- Cords, cables, and headphones 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 St. Mary's School.
- iPads should always be supervised by the student to which the iPad is assigned and should never be left in an unsupervised area.

2.2 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 premises. The guideline below should be followed:

- iPads will always be within the protective case provided by St. Mary's School.
- iPads should be carried with caution and should always be carried on top of books and other school supplies to prevent damage to the iPad's screen.

2.3 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.
- 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.
- If your iPad is placed in your bookbag to take home, take special care of your book bag.

3. 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. Students must be 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 students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. If a student repeatedly (3 or more times) leaves their iPad at home, they will be required to check out their iPad from administration.

3.2 IPAD UNDERGOING REPAIR

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

3.3 CHARGING YOUR IPAD'S BATTERY

iPads must be brought to school each day with at least a 50% charge. Students need to charge their iPads when it goes below 50% charge. Repeat violations will result in an iPad violation. See St. Mary's Technology Policy - 6.3 for details.

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.

3.4 SCREENSAVERS/LOCK SCREEN

Screensavers and lock screens are not allowed.

3.5 SOUND, MUSIC, GAMES OR PROGRAMS

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Games are NOT allowed on the iPads unless approved by the classroom teacher or administration.
- Videos or music are allowed on the iPad at the discretion of the teacher.

3.6 ONLINE ACCOUNT USAGE

- Usage of the school iPad or computers includes access to online accounts including, but not limited to: digital storage, school-based email, and Apple IDs. Acceptance of the iPad policy acknowledges parental consent for the creation of such online accounts for the purpose of educational use.
- Accounts will be created by the school on behalf of students. All accounts created using the school email address are the property of the school and can be monitored at any time.
- Students are responsible for maintaining access to these accounts by remembering usernames and passwords or recording them. Forgetting login information is not an excuse for missing or late work.
- Inappropriate usage of any online account will result in loss of account access privileges.
- Students are not allowed use their school email address to sign up for any accounts that aren't approved by teaching or administrative staff.

3.7 HOME INTERNET ACCESS

Students are allowed to set up wireless networks on their iPads. This will assist them with iPad use while at home. Printing at home will require a wireless printer, proper settings on the iPad and the correct app.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 SAVING TO THE IPAD/HOME DIRECTORY

To ensure that students work is not lost, it is recommended students store their work in Google 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 their 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

St. Mary's School or Play Island makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, St. Mary's will not be responsible for lost or missing data.

5. SOFTWARE ON IPADS

5.1 ORIGINALLY INSTALLED SOFTWARE

The software/apps originally installed or required by St. Mary's School must remain on the iPad and/or computer 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.

5.2 ADDITIONAL SOFTWARE

Students are not allowed to download software/apps on their iPads or computers. Students may not add apps or sync to their home or personal iTunes accounts.

5.3 INSPECTION

Students may be selected at random to provide their iPad for inspection by any teacher or staff member at any time for any purpose. iPads must be turned over immediately.

5.4 PROCEDURE FOR RE-LOADING SOFTWARE

If technical difficulties occur or illegal software is found, or non-St. Mary's approved apps are discovered, the iPad will be restored. The school does not accept responsibility for the loss of any software or documents deleted due to reformatting.

5.5 SOFTWARE UPGRADES

Upgrade versions of licensed software/apps are available from time to time. Students should keep their iOS software updated.

6. ACCEPTABLE USE

The use of St. Mary's technology resources is a privilege, not a right. The privilege of using the technology resources provided by St. Mary's 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 St. Mary's School or Play Island. 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 the school's technology resources may be denied, and the appropriate disciplinary action shall be applied. St. Mary's Parent/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.

6.1 PARENT/GUARDIAN RESPONSIBILITIES

- Talk to your children about values and the standards that your children 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.
- St. Mary's students in grades 4-8th will be required to pay an annual, non-refundable Technology Fee of \$30.00 to help cover the cost of accidental damage, if any. This is a non-reimbursable fee.
- Should you want your student to opt out of having an iPad or any online accounts, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements (may take longer).
- Internet filtering software is applied to all networks (including off-site networks) the iPad connects to; however, the software does not filter 100%. St. Mary's is not responsible for the student's actions outside of the school, if the student is using the iPad for a prohibited activity. Please refer to Section 6.4 of this handbook for Student Activities Strictly Prohibited.

6.2 SCHOOL RESPONSIBILITIES ARE TO:

- Provide internet to its students.
- Provide internet blocking of inappropriate materials as able.
- Immediately report any inappropriate digital contents to administration.
- Provide network data storage areas. These will be treated similar to school lockers. St. Mary's School reserves the right to review, monitor and restrict information stored on or transmitted via St. Mary's School owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
- Provide user accounts for free information storage in cloud based applications.

6.3 STUDENTS ARE RESPONSIBLE FOR:

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to iPad/computer use.
- Respect class time and teachers by using only the apps that are required for the class unless given explicit permission to have “free time.”
- Using 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. Use of any information obtained via St. Mary's designated internet system is at your own risk. St. Mary’s School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping St. Mary's School protect our computer system/device by contacting the administration about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Students should always turn off and secure their iPad after they are done working to protect their work, information and the device.
- Returning their iPad to administration at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at St. Mary's School or Play Island for any other reason must return their individual school iPad computer on the date of termination.
- If a student forgets their iPad at home, the student may call home to ask if it can be brought to the school. If the student brings their iPad to school charged less than 25%, they may use their charger or ask to borrow a charger for the rest of the day.

Each student is allowed ONE of these instances to occur per Quarter (either forgetting their iPad or not having the iPad charged). The student will receive a verbal warning the first occurrence per Quarter.

If one of these events were to happen again during the same Quarter, the second occurrence will be considered a violation of the iPad policy. (See St. Mary’s Technology Policy - 6.7)

Students should figure out a nightly routine of charging their iPad and putting it in a spot where they will remember to pack for school each day.

6.4 STUDENT ACTIVITIES STRICTLY PROHIBITED (BUT NOT LIMITED TO)

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing school policy or violates any local, state or federal statute or law. See **2018 Minnesota Statute 125B.15 INTERNET ACCESS FOR STUDENTS.**
- Sending, accessing, uploading, downloading or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Pictures, video, and audio recordings of any student or staff member without written consent.
- Pictures, video and audio recordings of any student or staff member at any time in locker rooms or restrooms.
- Personal e-mail accounts.
- Passcodes.
- Use of chat rooms, sites selling other forms of student work.
- Messaging services.
- Internet/computer games.
- YouTube videos during the school hours of 8:10 a.m. to 2:50 p.m. Unless pre-approved by St. Mary's Staff.
- External attachments without prior approval from the administration.
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, wallpaper or backgrounds, etc).
- Spamming-sending mass or inappropriate emails
- Gaining access to other student's 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.
- Students are not allowed to give out personal information about themselves or others, for any reason, over the internet. This includes but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Using their school email to sign up for alerts or website subscriptions that are not pre-approved by St. Mary's staff. Violation will be subject to administration.
- 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 a person or an organization.
- Bypassing the St. Mary's School web filter through a web proxy.

6.5 IPAD CARE

Students will be held responsible for maintaining their individual iPads and keeping them in good working order.

- iPads that malfunction or are damaged must be reported to administration immediately.
- iPad batteries must be charged and ready for school each day.
- Only labels or stickers approved by St. Mary's School may be applied to the iPad or case.

- Charging cables and headphone jacks should be inserted with care to prevent damage. Disconnect all cables when transporting the iPad.
- Replacement chargers & cables can only be purchased by Apple and can be purchased through the school.
- iPad cases furnished by the school must be returned with only normal wear and no alterations to avoid paying a replacement fee.
- iPad damage: Students are responsible for any and all damage.
- iPads that are stolen must be reported immediately to administration.

6.6 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 St. Mary's School Code of Conduct. 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 St. Mary's School Parent/Student Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the school.

6.7 STUDENT DISCIPLINE (GRADES 5th – 8th)

If a student violates any part of the above policy, he/she will follow the disciplinary steps below:

1st Offense – Student(s) who are disrespecting their class time/teacher by misusing their iPad (playing games, working on other tasks, excessive emailing, etc.) during the school day will lose their iPad for the remainder of the day.

2nd Offense – Same as 1st offense. Parents will be notified via email.

3rd Offense -Student(s) that have had 2 offenses OR have violated one of the more serious parameters of the above policy will check in/check out their iPads from administration daily for one (1) week. Severity of the offense is the discretion of administration. For students who are allowed to take their iPads home, they will not be able to take their iPad home for the week due to violation of this iPad Policy. Parents will be notified via email.

4th Offense – After the 3rd offense, student(s) will check in/check out their iPads from administration daily for up to three (3) weeks. Severity of the offense is the discretion of administration. Parents will be notified via email.

5th and Final Offense – Loss of iPad privileges for a length of time determined by the administration. Student(s) may be able maintain access to digital textbooks only on school grounds and under the supervision of St. Mary's Staff. Parents will be notified via email.

Any student losing their iPad for disciplinary reasons, of any of the levels above, are required to complete digital assignments as assigned. If the iPad is lost during the day, digital work must be completed as homework and submitted on time. If the iPad is to be checked in and out, students may complete homework during class and before or after school under the supervision of St. Mary's Staff. Substitutions of digital work (such as paper copies for homework that was assigned online) is at the discretion of the teacher, but will not be offered until the 3rd offense level.

All offenses will be logged with the date and description of the offense. St. Mary's staff will have access to this Student Discipline log in a shared Google Sheet.

6.8 STUDENT DISCIPLINE (GRADES PreK – 4th)

If a student violates any part of the above policy, he/she will follow the disciplinary steps below:

1st Offense – Student(s) who are disrespecting their class time/teacher by misusing their iPad (playing games, working on other tasks, watching unapproved videos, etc.) during the school day will lose the use of iPad for the remainder of the day.

2nd Offense – Student(s) who are disrespecting their class time/teacher by misusing their iPad (playing games, working on other tasks, watching unapproved videos, etc.) during the school day will lose the use of their iPad for 1 week. Parents will be notified via email.

3rd Offense - Student(s) that have had 2 offenses OR have violated one of the more serious parameters of the above policy will lose the use of their iPad for 2 weeks. Severity of the offense is the discretion of administration. Parents will be notified via email.

4th Offense – After the 3rd offense, student(s) will lose the use of their iPad for up to three (3) weeks. Severity of the offense is the discretion of administration. Parents will be notified via email.

5th and Final Offense – Loss of iPad privileges for a length of time determined by the administration. Parents will be notified via email.

Any student losing their iPad for disciplinary reasons, of any of the levels above, are required to complete digital assignments as assigned. If the iPad is lost during the day, digital work must be completed as homework and submitted on time. Substitutions of digital work (such as paper copies for homework that was assigned online) is at the discretion of the teacher, but will not be offered until the 3rd offense level.

All offenses will be logged with the date and description of the offense. St. Mary's staff will have access to this Student Discipline log in a shared Google Sheet.

7. PROTECTING & STORING YOUR IPAD

7.1 IPAD IDENTIFICATION

Student iPads will be labeled in the manner specified by the school. iPads can be identified in the following ways:

- Record of serial number
- St. Mary's School label

7.2 STORING YOUR IPAD

When students are not using their iPads, they should be stored in their lockers. Nothing should be placed on top of the iPad, when stored in the locker. Students in grades 6-8th 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 vehicle at school or at home. Keep out of excessive heat and cold for long periods of time to prolong the life of the iPad. If a student needs a secure place to store their iPad, they may check it in for storage with administration.

7.3 IPADS LEFT IN UNSUPERVISED AREAS

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include but are not limited to the school grounds, the lunchroom, the church, BOLD band room, transportation vehicles provided by the school district, etc. Any iPad left in these areas could be in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the school office and dealt with as a disciplinary matter.

8. REPAIRING OR REPLACING YOUR IPAD

8.1 COST OF REPAIRS

St. Mary's students in grades 4-8th will be required to pay an annual, non-refundable Technology Fee of \$30.00. This fee will cover the use of the iPad while the student attends St. Mary's School. The fee will also be implemented for iPad repair/replacement in the event of theft, loss or accidental damage. In the event of theft, loss or accidental damage of the iPad, the Technology Fee will be applied to one iPad repair/replacement per student during the students 4-8th grade career at St. Mary's School. Additional replacements during the student's 4th-8th grade career will cost the student/parent the full value of an iPad or iPad accessories repair or replacement. All replacement iPads, cases, chargers & cables will be purchased through Apple and can only be purchased through the school.

- iPad replacement \$299.00 includes charger & charging cords, no case.
- Individual charging cord \$19.00
- Individual charger \$19.00
- iPad case \$49.95

8.2 CLAIMS

All insurance claims must be reported to administration. Students or parents must file a police or fire report and bring a copy of the report to the principal's office before an iPad can be repaired or replaced with St. Mary's Technology Agreement.

ST. MARY'S SCHOOL/PLAY ISLAND - TECHNOLOGY AGREEMENT

St. Mary's School recognizes that with the implementation of the iPad initiative there is a need to protect the investment by both the school and the Student/Parent. The following outlines the various areas of the iPad Agreement: warranty and accidental damage protection.

St. Mary's students in grades 4-8th will be required to pay an annual, non-refundable Technology Fee of \$30.00. This fee will cover the use of the iPad while the student attends St. Mary's School. The fee will also be implemented for iPad repair/replacement in the event of theft, loss or accidental damage. In the event of theft, loss or accidental damage of the iPad, the Technology Fee will be applied to one iPad repair/replacement per student during the students 4-8th grade career at St. Mary's School. Additional replacements during the student's 4th-8th grade career will cost the student/parent the full value of an iPad or iPad accessories repair or replacement. All replacement iPads, cases, chargers & cables will be purchased through Apple and can only be purchased through the school.

All students will be held responsible for ALL damage to their iPads including, but not limited to: broken screens, cracked plastic pieces, 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 sleeves and cables/chargers 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 iPad Agreement to take place. A copy of the police/fire report must be provided to the principal's office.

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damages to iPads. Warranty, accidental damage protection, or school iPad Agreement **DOES NOT** cover intentional damage of the iPads.

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

ST. MARY'S SCHOOL/PLAY ISLAND – TECHNOLOGY STUDENT PLEDGE

1. I will take good care of my iPad & computer
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 not take my iPad into the restrooms or locker rooms.
6. I will charge my iPad & computer
7. I will not load unapproved software/apps onto my iPad or computer
8. I will keep food and beverages away from my iPad & computer
9. I will not disassemble any part of my iPad or computer or attempt any repairs.
10. I will protect my iPad by only carrying it while in the case provided.
11. I will use my iPad & computer in ways that are educational, appropriate, meet St. Mary's School expectations.
12. I will not place decorations (such as stickers, markers, etc.) on the iPad/computer or not deface the serial number & sticker on any device.
13. I understand that my iPad/computer is subject to inspection at any time without notice and remains the property of St. Mary's School.
14. I will follow the policies outlined in the Technology Handbook and the use of technology resources while at school and outside of school.
15. I will notify administration in case of theft, vandalism, and other acts covered by insurance. I understand that a police report may be filed by the school if necessary.
16. I will be responsible for all damage or loss caused by neglect or abuse.
17. I agree to return the school iPad, accessories, case and power cords in good working condition.
18. I will not take pictures, video, and audio recordings of any student or staff member without written consent.
19. I understand that my student email account and any online accounts created and authorized by St. Mary's staff are property of St. Mary's School and will be monitored.

I agree to the stipulations set forth in the above documents including the Technology Policy, Procedures, and Information; the Acceptable Use Policy; and the Student Pledge for iPad/computer Use.

Student Name (Please Print): _____ GRADE: _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Individual school iPad and accessories must be returned to the school office at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at St. Mary's or Play Island for any other reason must return their individual school iPad/computer on the date of termination.