

Concordia Lutheran School

iPad Policies and Procedures

Grades 5-8

The iPads are an integral part of Concordia's daily curriculum. All students in grades 5-8 are required to have a school-issued iPad for the 2014-2015 school year. Here are some of the many student uses: assignment tracking, note taking, research, assignment completion and turn-in, content-related application use.

Receiving and Setting Up iPads at Final Registration:

Parents and students who are new to Concordia's grades 5-8 must attend the iPad Informational Session at Final Registration in the cafeteria to discuss policies and procedures as well as the Acceptable Use Policy and Student Agreement before their student will receive their school iPad. **New families are scheduled at 12:30 p.m. Fifth graders and their families are scheduled at 3:30 p.m. A make up session will be held on August 14 at 6:30 in the Worship Center. Returning families in grades 6-8 may check in with the Educational Technology Coordinator at the technology table in the gym anytime during Final Registration to turn in their updated forms and to check new iPad cases, if needed.** Once these technology forms are signed and turned in, students will receive instruction on care and use of their devices. Students who have had approved cases will receive their iPads the first week of school. Opting out of the program will not be an option for any student in grades 5-8 as the iPad will be an integral part of the daily curriculum.

Cases are Required before Final Registration:

It is required that all students use cases to protect their iPads. Many options are available at local office supply, technology, and online stores. Be sure to keep your receipt until the case has been approved. **Students must have their iPad case preapproved by the Technology Director to receive their iPad.**

In addition, students must have headphones in time for school to start.

These can be purchased anywhere electronics are sold, but they must be compatible with the iPad case. While students have a choice as to which headphones they bring to school, we do not recommend that students bring expensive headphones. CLS cannot assume responsibility for lost or damaged headphones. It is the student's responsibility to keep the headphones secured at

all times. Parents may choose to purchase optional stylus or keyboard, depending on the student's preferences.

Log In Procedures:

Students will create their own 4 digit log in. Each student should memorize this log in information but may not share this with any other student. If a student should forget this information, the teacher will be able to help. Once passwords are set up and recorded, students should not change their password unless there is a specific reason to do so and the Technology Director and homeroom teacher are aware of the change.

Software and Application Installation:

Students will not be permitted to install software or applications. The technology staff will load all needed software and apps on students' devices.

Web Filtering:

An effective web filtering program that limits access to websites and web-based applications that are not appropriate for school use protects the student wireless network at Concordia. The *Rocket* by Light Speed Systems is a 24/7 filter that works anywhere the students connect. Daily reports are generated and any attempted violations are flagged and emailed to our IT Department.

Email:

Several of our apps require an email address for login. We have set up an internal email system for our students in grades 5 through 8. This email system allows for students to send and receive communications only within our current Concordia family. This includes teachers, fellow students, and pastors. Student email accounts are blocked from sending to or receiving messages from any address outside this list. Email addresses will be managed by our technology staff and will be assigned to your child.

Data Storage:

Additionally, the email address provides 30 GB of storage through Google Drive. Google Drive provides storage for non-eBackpack files such as iMovie projects, photos, and Pages documents as well as other work created electronically.

Managing and Saving Work:

Although iPads are capable of printing and may be set up to use with a printer at home, while at school, students will use an electronic means of saving and submitting their papers to their teachers through eBackpack or Google Drive – both are web-based software designed specifically for education. Students must save their work on the iPad and submit their final copy to their teacher through eBackpack. It is the student's responsibility to ensure that all savable work (such as word documents) will be saved to eBackpack. iPad malfunctions, mechanical failure, or accidental deletion are not acceptable excuses for not submitting work.

iPad Care and Maintenance:

- Students are responsible for the general care of the iPad that they have been issued by the school.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, or labels
- iPads must never be left in an unlocked locker, a car, or any other unsupervised area.
- Students are responsible for keeping their iPad's battery charged for the school each day.

Screen Care:

- The iPad screens can be damaged if subjected to rough treatment.
- The screens are particularly sensitive to damage from excessive pressure.
- 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.
- Be mindful that backpacks do not always provide adequate padding at the bottom.

iPads are intended for use at school each day. Students will be using the iPads for a wide variety of educational purposes throughout each school day. Students are responsible for bringing 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 coursework completed as if they had their iPad present. A class preparation demerit will be assigned and a loaner iPad will be checked out to the student for the school day only. If a student repeatedly neglects to bring his/her iPad to school, an action plan will be created by the teacher and parents (and the school administrative team, if necessary) to address this situation.

Charging your iPad battery:

iPads must be brought to school each day in a fully-charged condition.

Thus students need to charge their iPads each evening. If a student needs to charge their iPad at school, charging can be done in the computer lab but, a Class Prep will be assigned. Repeat violations (minimum of 3 days- not consecutive) of this policy will result in an action plan being created by the homeroom teacher and the student's parents to address the situation. These violations could have both academic and disciplinary consequences.

Screensavers/Background photos:

Inappropriate and non-God pleasing media may not be used as a screensaver or background photo. The presence of inappropriate symbols or pictures will result in disciplinary actions.

Sound, Games, or Programs:

Internet games are not allowed on the iPads during school hours, unless they are instructional in nature and specifically approved by the teacher. If game apps are installed, they will be installed by the CLS technology staff for educational purposes.

Home Internet Access:

Students are allowed to connect to wireless networks on their iPads while at home, with the permission of their parents. It is important for students to understand that the iPad is an educational tool and should be used exclusively for learning.

iPad Repairs:

If an iPad becomes damaged or needs repair, for any reason, the student must alert his/her homeroom teacher immediately. The teacher will alert the technology staff of the damage, and we will work to have the device repaired, if possible. The student will be responsible for any damage to the iPad, and must return the device and any school-issued accessories to CLS in satisfactory condition. The student will be charged a fee for any needed repairs that are not covered under the warranty, not to exceed the replacement cost of the iPad. If the iPad needed to be replaced, the current cost is \$400. iPad insurance can be purchased through Worth Ave. Group for a nominal cost, and we strongly recommend purchasing the insurance.

iPad and Headphone Storage:

While at school, when iPads are not in use, each student in grades 6-8 must secure his/her device in his/her own classroom locker which is to remain locked throughout the day.

Students in 5th grade will be keep their iPads and headphones locked in a classroom closet when the devices are not in use.

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 family vehicle.

Students in after-school sports who need to secure their device while at practice may check out a PE locker from the Athletic Director. Locker combinations/keys must not be given to friends or classmates. After school, it is the responsibility of the student and his/her family to ensure the safety of the device.

iPads Left in Unsupervised Areas:

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school ground and campus, the lunchroom, computer lab, locker rooms, library, classrooms, 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 technology staff or the office.

A student will earn a detention if his/her iPad is left unsecured.

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
- Concordia Lutheran School Label
- Device Name as set by the technology staff

Student Activities Which Are Strictly Prohibited:

- Changing of iPad settings, **including profiles, privacy settings, and device name** (exceptions include personal settings such as font size, brightness, etc.)
- Gaining access to other students' accounts, files, and/or data
- Giving out personal information, for any reason, over the internet. This includes but is not limited to any personal information about the student or other students in school
- Spamming- sending mass or inappropriate emails
- Downloading apps
- Any activity in violation of the school handbook, the Responsible Use Policy for Technology, or the law

iPad Turn in at the End of the Year and When Students Leave:

All students will be required to turn in their iPad and charger at the end of the year. We use summer break to inspect devices for serviceability, update software, and install new apps. Once students leave Concordia, their accounts are wiped clean, and the device will be configured for a new user.

Students who graduate, withdraw, are suspended or expelled, or terminate enrollment at CLS for any other reason must return their individual school iPad on the date of termination/departure.

If a student fails to return the iPad at the end of the school year or upon termination of enrollment at CLS, that student and his/her family will be liable to pay the replacement cost of the iPad (\$400) and/or charger.

Questions:

Should you have any questions or concerns, please contact the CLS Director of Information Technology at (210) 479-1477.