

Good Shepherd School 2018-2019  
*iPad & Electronic Device Policies, Procedures, and Information  
for Students and Parents*

The goal of the iPad implementation at Good Shepherd School is to provide tools and resources to the 21<sup>st</sup> century learner. Excellence in education requires technology to be seamlessly integrated throughout the educational program. In order to provide the highest level of compatibility and performance, parents are now required to purchase an iPad for their child beginning in 5<sup>th</sup> Grade.

The policies, procedures, and information within this document apply to all electronic devices used at the school whether they are property of Good Shepherd School or personal property of the student. Teachers may set additional usage requirements for their own classrooms. Good Shepherd School reserves the right to modify or change the procedures to adapt to new circumstances. If changes are to be made, notice will be given no later than when the change is put into effect.

These policies are here to protect the students, parents, and teaching staff at Good Shepherd School and are developed with great thought and care. We care most about educating the students, and keeping them safe while doing so.

#### **Purchasing your iPad**

- Parents may purchase iPads directly from Apple, from Amazon.com, or any other seller of Apple products. Good Shepherd School strongly recommends that iPads be purchased from Apple or authorized resellers only, but that is not a requirement.
- iPads purchased for use at Good Shepherd School must meet the minimum requirement for that school year. Any iPad or iPad older than that requirement will be rejected and the student will not be allowed to use it inside the school. Devices with an active 3G or 4G LTE internet connection will also be rejected. If the iPad has a SIM card to allow for external data connection, the SIM card must be removed while the iPad is on school property.
- For 2018-2019, iPads purchased for school must be iPad Air 2 (iPad 6) or newer, iPad mini 4 or newer, or iPad pro or newer. Any iPad not capable of running at least iOS 10.2 will be rejected.
- Windows tablets, Kindle tablets, and Android tablets will be rejected due to lack of controllability and compatibility. Certain exceptions may be made in very specific cases.

#### **Preparing and Checking in your iPad**

- Parents must set up an iTunes account for their child if their child does not already have one. This can be the parent's own iTunes account or one created specifically for their child. Apple offers family sharing and restrictions on children's accounts so it can be a good idea to set up an account specifically for your child. Apple requires a credit card for account creation as proof of identity. This account creation must be done before the start of the school year and Good Shepherd School cannot do it for the child.
- iPads must be free of any content that is not originally installed by Apple.
- iPads must be checked in by a Good Shepherd School IT staff member before they are used in school. Please ensure that there are no iCloud locks or accounts signed in BEFORE sending the iPad to school. If an iPad is locked, Good Shepherd School will not accept it until the lock is removed and the iPad is free from all accounts tied to it.

- iPads will be wiped clean of all content, and all content required by Good Shepherd School will be installed as well as a configuration profile to allow unlocking of devices and installation of apps by Good Shepherd School. The iPads will automatically be added to the wireless network so students will have access when they need it. The configuration profile will be removed at the end of each school year.
- The iPads will have the ability for parents or students to sign into an iTunes account. This will allow students to use their iPads as their own at home and still be managed by Good Shepherd School while in school. Parents or students can install apps at home using a personal Apple ID. According to the Children's Internet Protection Act, we must enforce a profile that restricts access to Social Media Apps until the age of 13. This not an option and includes iMessage and FaceTime. On a case-by-case basis, we may unblock iMessage and FaceTime for use at home only. Please do not text your children at school. It will only get them in trouble.
- Each iPad will be catalogued by the serial number unique to the device and tied to the student.
- The iPads will be configured using Good Shepherd School's configuration utility administered by the IT department. All apps installed on the iPad must remain on the iPad. Students will be able to install new apps at home, but not at school without permission.

### **iPad Care**

- The responsibility of caring for the iPad falls entirely on the student and their parents.
- If an iPad is damaged, by any means other than gross negligence of Good Shepherd School faculty or staff, any repairs or replacements are paid for by the student or their parents.
- Broken glass must be repaired before an iPad is allowed to be used in school. If a student has an iPad with a broken screen, the iPad will be confiscated and not allowed back in school until it is repaired or replaced.
- Cases and screen protectors are highly recommended by Good Shepherd School. Good Shepherd School will not be held liable for damages to an iPad without a case regardless of fault.
- iPads are delicate devices, but if properly cared for and protected by a case can last up to 6 years before needing replaced.

### **Using the iPad at School**

- iPads are to be fully charged and ready to use when arriving at school. If a student is unable to participate in class or complete an assignment due to their iPad being dead, they will receive a zero for that assignment.
- iPads must be kept put away out of sight until permission or instruction is given to have them out.
- iPads must be in working order to be allowed in school. A device with a broken screen or other potentially hazardous defect will not be allowed to be used until it is fixed.
- If iPads are allowed to be used during free-time, the same rules apply as would in the lab. No violent games, no pornographic content, no social media access, no chat rooms.
- Students may customize their device to their liking as long as content displayed is appropriate for school.
- Sound must be muted at all times unless permission is given for instructional purposes.
- Music and videos are allowed to be put on the device, but may not be used during school unless a teacher who knows the content is appropriate gives direct permission.

- Use of communication or Social Media apps is strictly prohibited while at school.

### **Saving/Backing up Work**

- Students will be responsible for their own work as they would be if they only used paper and pencil. Students will be instructed on how to save their work properly.
- Good Shepherd School is not responsible if content is inaccessible due to network problems or blocked by the firewall. Students should have copies of any work due on a particular day saved directly to their device, cloud service, or to a flash drive. There are flash drives that are compatible with iPads. Students are responsible for backing up their own files. If there is a problem present requiring the device to be reset, Good Shepherd School reserves the right to reset the device to a factory state in order to maintain functionality of the device, or protect our own network and devices without the consent of the student or their parents.

### **Pre-Installed Software**

- Good Shepherd School will pre-install all required software at the beginning of the year and maintain that software throughout the year.
- Students may NOT delete, uninstall, or reinstall any preloaded content.
- Students may not install software that is not readily available from the app store tied to the iPad. Any devices that are rooted, jailbroken, or otherwise modified outside of factory or Good Shepherd School specification will be confiscated, wiped, and returned to the student along with a white slip.
- Students may not install Social Media Applications to their device.
- Students are not under any circumstances to remove the configuration profile installed by Good Shepherd School. The profile serves as Good Shepherd's link to the iPad to install required apps, recover passwords, inspect content, and ensure security.

### **Random Inspection**

- Periodically school personnel may collect all or a few devices to ensure their functionality and compliance with this policy. These collections can be done randomly and do not require the student's permission. Any student refusing to turn in their device for inspection will be given a white slip and the device will be confiscated.
- If a device is requested, and a student does not have it, it is the student's responsibility to bring the iPad the following school day.
- If a device is deemed unfit for operation due to a software problem or rogue application, a factory reset may be done by Good Shepherd School personnel to ensure the device is compatible and safe to use. Any content on the device will be gone.

### **Regular Collection**

- There will be regular collections of iPads for updating the software and apps installed on them.
- During this time, the iPads will also be inspected for inappropriate content and defects. If defects are found that require servicing, there may be a delay in the return of that iPad.
- These dates will be announced ahead of time and students will be required to have their iPad ready to turn in at that time.

## Usage Expectations

- The use of technology at Good Shepherd School is a privilege; not a right. The privilege of using the technology resources provided by Good Shepherd 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 Good Shepherd 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 described or implied in this policy, privileges may be terminated, access to the school technology resources may be denied, and the appropriate disciplinary action shall be applied. The Good Shepherd School's Acceptable Use Policy as well as the Student Handbook shall be applied to student infractions.
- 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.
- Students will use computers/devices in a responsible and ethical manner.
- Students will obey general school rules concerning behavior and communication that apply to iPad/computer use.
- Students will use all technology resources in an appropriate manner so as not to 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 cause by the student's own negligence, errors or omissions. Use of any information obtained via Good Shepherd School's designated Internet system is at your own risk. Good Shepherd School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Students will help Good Shepherd School protect its computer system/devices by contacting an administrator about any security problems they may encounter.
- Students will monitor all activity on their account(s).
- Students should always turn off and secure their iPad after they are done working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he or she must turn their iPad in to the office immediately if in school, the very next school day if outside of school. Students will not be punished for voluntarily turning in their iPad for removal of malicious or inappropriate content in the event that the content was accidentally viewed, received, downloaded, or otherwise put onto the device.

## Social Media Access and Communications during School

- Social media is extremely prevalent in the world today and this extends to young people.
- At Good Shepherd we must enforce a strict policy of no social media access while at school.
- We do this to protect the children from what can be found on the web and social media, and to ensure our own compliance with the Children's Internet Protection Act (CIPA).
- Students in 5<sup>th</sup> grade and below will have all social media blocked on their iPads. This includes FaceTime and iMessage. These two can be unblocked if requested by the parents of the student.
- Students caught accessing social media at school will lose their iPad (if that is the device on which the content was accessed), and their parents will be required to pick the iPad up from

the office after school hours. Parents will be notified of the confiscation. This is for the first offense. Continued offenses may result in longer suspension of the device and other disciplinary actions.

- We also take the time to educate the children on the importance of privacy and how to behave online to each other as well as what to do if someone is behaving inappropriately.
- We also do not allow any form of communication using the iPad during school except for email directly related to a class being accessed or sent during said class or with permission from another teacher to complete an assignment. Students using iMessage, Facebook Messenger, or any other communication app will be subject to the same disciplinary action as if they were on social media. Please do not text your child at school. It disrupts class and can cause your child to lose their iPad privileges. If you must communicate with them, call the office instead.

### **Privacy and Confidentiality**

- The use of passwords, passcodes, fingerprint scanners, and other forms of security built into the iPad is strongly encouraged.
- Things like iCloud, Touch ID, a PIN code, etc. are recommended. Third party security software is prohibited and will be removed as it can conflict with how Good Shepherd School configures the iPads for use.
- Remember to remove iCloud locks BEFORE turning iPads in for service or inspection.
- Students' most private data should not be kept on the iPads.
- It is not recommended to keep credit card information permanently stored on the iPads; even for use on the App Store. iTunes gift cards are an excellent alternative to a credit card.
- Students and parents should have no expectation of privacy for any content that is stored on the iPad. Good Shepherd School will not be held responsible for lost or stolen personal information stored on an improperly secured iPad.
- Good Shepherd School reserves the right to remove personal content and information as the school sees fit to protect our students, or our own network and assets.

### **Using the iPads At Home**

- Students are still expected to adhere to the guidelines of Good Shepherd School and should not access any content that could be brought into the school and could be considered inappropriate.
- Some restrictions placed at Good Shepherd School may still be in effect at home on the devices such as certain app installations and purchases, but web browsing and most content filters will go away as soon as students leave Good Shepherd School's wireless network.
- Apps such as Netflix and YouTube will work in or out of school. Other apps may be installed by Good Shepherd School IT Staff after being approved by Good Shepherd School Administration.

### **Computer Use**

- Students will use all computers at Good Shepherd School in a responsible and respectful manner.
- Students will not attempt to modify or change computer settings to make the computer do something it was not configured to do.
- Any form of "hacking" via hardware or software is strictly prohibited and may result in expulsion from Good Shepherd School.
- Equipment owned and maintained by Good Shepherd School will be kept in the condition in which it was at the beginning of the school year.

- Vandalism will not be tolerated.
- Students are not permitted to use school equipment to maintain personal accounts or for media consumption not directly pertaining to a class. This includes social media and YouTube access during school.
- Students are not, under any circumstance, to access Netflix, Hulu, or another streaming service unless directed to do so by a teacher for class, or given explicit permission to watch a specific video.
- Students will not log into any computer without first receiving permission from a teacher.
- Computer hardware and peripherals (including headphones, charging cables, charging bricks, etc.) are property of Good Shepherd School and are not to be taken home by students for any reason.
- To prevent lice and other parasite infestations or diseases, students are required to have their own headphones. Good Shepherd School will not be providing headphones to students.
- Students are to keep track of and maintain their own personal devices and equipment.
- Damages due to student's negligence or intent will be addressed with the proper disciplinary actions, and any costs incurred as a result of the student's behavior will be the responsibility of the parents.

### **Computers at Home**

- It is a very good idea to have a computer with internet access at home.
- Computers can make research and assignments easier and faster to complete and be used as a replacement in the event that an iPad is unusable for whatever reason.
- Computers can also be used to check student progress on MSP, and monitor student's completion of IXL and other web-based homework activities.
- It is not a requirement to have internet access and a computer at home, but it is very strongly encouraged.
- We understand that not everyone can afford to have a computer and internet at home, and some accommodations can be made, however in this day and age, it is becoming increasingly difficult for a student to complete all work without access to a computer.

### **Inappropriate Use**

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing school policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Messaging services (i.e. iMessage, MSN Messenger, ICQ, etc.)
- Using social media applications during school hours on the school premises.
- Internet/computer games.
- Use of outside data disks or external attachments without prior approval from the administration.
- Removing the preinstalled Good Shepherd School configuration profile.
- Downloading apps deemed inappropriate by the school.
- Spamming — sending mass or inappropriate emails.
- Gaining access to another 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, 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.
- 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 Good Shepherd School web filter through a web proxy.
- Recording video/audio or photographing others, including teachers and fellow students, without the subject's permission or knowledge. Posting/Publishing recordings/photos of others without their knowledge and permission is also prohibited.

### **Consequences of Inappropriate Use**

- If a student violates any part of the above policy, he/she will be subject to consequences as listed in the Acceptable Use Policy and Good Shepherd School Student Handbook. In addition to the aforementioned policies, there are some key points below.
- The minimum punishment for any inappropriate content on a device is immediate confiscation of the device for removal of the content and detention for the student.
- Depending on the severity of the offense (i.e. possessing versus sharing the content) more severe actions may be taken such as the student not being allowed access to their device during school or being limited only to specific applications used in class.
- Cyberbullying will NOT be tolerated at Good Shepherd School. The minimum punishment for an incidence of cyberbullying is confiscation of the device, suspension from school, no access to the device during school, and in more extreme cases, expulsion from Good Shepherd School.
- If there is a continued problem outside of school and Good Shepherd School is made aware, Good Shepherd School reserves the right to disable all content on the iPad and fully manage the iPad including installed apps, available web content, and access to the network.
- Using an iPad at an inappropriate time, such as during class, or in an inappropriate way, such as using iMessage or social media, will result in the student's iPad being confiscated until the end of the day for the first offense. The student will be given a discipline/white slip to be signed and returned the following school day. The iPad must be picked up by the parents. The second offense will result in a week without access to the iPad in school, and another disciplinary slip. On the third offense, there will be considerations for suspending access to the iPad in school until the end of the year and the student will receive detention. Parents will be notified and are required to get their child's iPad from the front office at the school after school is over for the day.
- Assignments missed or incomplete due to not having access to the iPad as a result of confiscation will receive no credit and no make-up opportunities unless given at a teacher's discretion.

## Alternative Options

- Some parents may wish to have the iPads entirely managed by Good Shepherd School.
- Doing this means that their students will NOT be able to install any applications at all and will have to ask IT Staff to install applications for them using Good Shepherd School's own Apple ID.
- Parents will also not be able to install applications for their children if this option is chosen.
- The option is reversible if parents change their mind.

## Total Opt Out

Should you want your student to not use an iPad, you will need to sign a letter indicating this, stating the reason(s) why, and understand that your student is still responsible for meeting all of the course requirements including those which rely solely on electronic media such as typing, language learning, and research.

**Regardless of whether a student is to have an iPad or not, all parents and students 5<sup>th</sup> grade and higher must sign the last page of this document and return it to Good Shepherd School BEFORE their student will be allowed to use school technology resources and before receiving their iPad back from the initial setup. By signing the last page of this document, you are agreeing to uphold all expectations contained within this document and in the Student Handbook.**

## Media Release

Students, parents, and faculty and staff are all required to sign a media release form indicating whether or not they wish for themselves or their children to be shown publicly in photography of school activities. Parents may wish for their child's identity to remain concealed and Good Shepherd School is ready and able to honor that.

Students whose media release was returned with a negative or not returned at all will not appear in photography of events for the school. This however, disqualifies the student from participating in Press Corps and drama club as Press Corps posts a video to the website on a weekly basis and drama club frequently records their productions. There are other clubs and competitions not related to Good Shepherd School, such as Governor's Cup, who have their own photography and recordings. If a student participates in a club not wholly belonging to Good Shepherd School, we cannot guarantee the student will not be photographed by the proprietor of that club or competition.

Good Shepherd School regularly records and photographs school events to share with parents and families. If your child is photographed or recorded at one of these events, their face will be blurred so their identity is indiscernible.

You will receive media release forms during or before the first week of school.

If you have questions regarding the media release, please contact the Good Shepherd School front office at 502-223-5041.



## Signatures

### Student

I agree to uphold all expectations of Good Shepherd School when using this iPad and all other technology in and outside of school. I accept responsibility for my own device and any device I use while in school. I accept full responsibility for all of my actions performed at Good Shepherd School and at home and realize that I will be held accountable for all actions.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Parent

I agree to ensure that my student follows all guidelines and upholds all expectations contained within this document and the student handbook. I absolve Good Shepherd School of any liability regarding damages to the device. I accept that I will be held accountable for my child's actions and am expected to help them follow the guidelines by explaining this document to them, and ensuring they follow all of the rules. I agree that I have thoroughly reviewed this entire document explained it to my child.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_