



Creighton Public Schools Policies and Procedures For 1:1 iPad Program

Creighton Public Schools is proud to offer our Creighton High School students Apple iPad devices for use at school and at home. The 1:1 iPad Program, which provides mobile computing and wireless technology to all Creighton High School students, has been designed to enhance the delivery and individualization of instruction.

The following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving an iPad.

- Students will receive instruction from school district staff on the proper use of the iPad.
- Students will be able to take the iPad home during the school year if the student signs the Student Acceptable Use of Technology, and iPad consent sheets and pays the required usage fee.
- Students are expected to treat the iPad as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the iPad unattended or in the passenger area of a car.
- Students must take precautions to prevent damage to the iPad; for example, do not leave the iPad where there is danger of coming in contact with moisture or excessive heat. This would include protecting the machine from inclement weather.
- The district will provide some predetermined apps.
- Students are to use the iPad to access only socially and educationally appropriate materials and websites.
- Students must not use the iPad to purchase goods and services via the Internet while on school grounds or at school functions. (Parents/Guardians/Students are charged with full responsibilities for any financial obligations incurred from the inappropriate use of the iPad.)
- Students are to use the iPad in accordance with the Creighton Public Schools Student Internet and Computer Access Policies Regulations and to maintain the iPad in accordance with the procedures and information provided.
- iPads and iPad accessories are the property of Creighton Public Schools and must be returned at the end of the academic year, upon withdrawal from Creighton Public Schools, or at the request of a teacher or administrator. Willful failure to return the iPad in accordance with the stated conditions will result in criminal prosecution.
- This device will be managed and anything that is deemed unnecessary, disruptive, or inappropriate will be prohibited.
- Any device may be inspected for proper use and proper content by administration or designee.
- **Since the iPads are the property of Creighton Public Schools, officials of the school have the right to review all material stored on or accessed by any iPad. School officials may revoke a student's iPad use privileges for misuse or violation of policies.**

Table of Contents

Section 1:	iPad Specifications.....	3
Section 2:	Receiving Your iPad	3
Section 3:	Taking Care of Your iPad.....	3-4
Section 4:	Using Your iPad at School	4
Section 5:	Managing Your Files and Saving Your Work	5
Section 6:	iPad Apps.....	5
Section 7:	Protecting and Storing Your iPad Device	5
Section 8:	Acceptable Use Guidelines.....	5-6
Section 9:	Parent/Guardian Responsibilities.....	6
Section 10:	Precautions and Consequence.....	6-8
Appendix I:	Student Internet and Technology Use Policy.....	10-13
Appendix II:	Insurance Agreement Form	14

Section 1: iPad Specifications

iPad 4 by Apple, Inc.

iPad 4-16 GB Memory-Wi-Fi (3G not included)

IPad Restrictions

No personal machines or covers will be allowed in Creighton Public Schools without permission from building administration.

Section 2: Receiving Your iPad

iPads will be distributed during our “Bulldog BootCamp.” Parents and students must attend this yearly Information session. Before receiving the iPad, students and parents must sign and return these forms/agreements:

1. The Creighton Public Schools Technology/Internet Acceptable Use Agreement is a part of the Parent/Student Handbook.
2. The Insurance Fee/iPad Consent Form

If a student wishes to take the iPad off of school grounds they will be required to pay a \$25 insurance fee.

Section 3: Taking Care of Your iPad and iPad Accessories

Students are responsible for the general care of the iPad and accessories they have been issued by the school. iPads that are broken or fail to work properly must be taken to a designated building location for an evaluation of the equipment. The device is the responsibility of the student regardless if the student opts to not take part in the user fee or if the user fee is paid. In school iPad usage is viewed as a similar practice to utilizing other school technology and student’s and his or her parent/guardian are responsible for damaged devices.

General Precautions

The iPad is school property. All users will follow these expectations and the Student Internet and Computer Access 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.
- iPad and its case must remain free of any writing, drawing, stickers, or labels that are not the property of the Creighton Public School District.
- No Stickers may be put on your iPad.
- iPads must never be left unsupervised.
- Students are responsible for keeping their iPad’s battery charged for school each day. Chargers are not to be brought to school. The iPads will hold a charge for the school day. There will also be designated charging stations placed in the school to be used during lunch or before or after school.

Carrying iPads

The protective cases provided with the iPads have 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 must always be within the school issued protective case. Any damage to the device

while the protective case is removed, shall be considered “Intentional Damage.”

- Some bags (i.e. backpacks) 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.
- Do not place anything near the iPad that could put pressure on the screen.
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as it could break the screen.

Section 4: Using Your iPad at School

iPads are intended for use at school each day. Students are responsible for bringing their charged iPad to all classes. Only charge your iPad with the provided charger.

iPads Left at Home

If a student leaves their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. If a student repeatedly leaves their iPad at home, they will be subject to appropriate disciplinary action.

iPads Undergoing Repair

Loaner iPads may be issued to students when they leave their iPads for repair at their designated location. This will be at the discretion of the administration.

Students will be expected to return the loaner iPad by the end of the school day to their respected school location. Students are subject to consequences for failure to return a loaner iPad to the office.

Screen Savers and Backgrounds

Only school appropriate backgrounds and screen savers may be used on the iPads.

Examples of inappropriate backgrounds include the presence of weapons-related materials, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, etc... These types of pictures on the iPad or within its files will result in disciplinary action and where appropriate, referral to law enforcement.

Passwords on screen savers are to be used. The iPad is the property of the school district. Therefore, school staff members have the right to check any material stored on a student’s iPad, including the screensaver at anytime.

Printing

No printing is allowed on school issued iPads.

Music

The use of streaming audio is strictly prohibited during school hours. For example, but not limited to Pandora, Grooveshark.

Section 5: Managing Your Files and Saving Your Work

It is the student's responsibility to ensure that work is not lost due to technical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work. Students will be using an LMS, a cloud storage based system provided by the district, to store and manage their documents.

Section 6: iPad Apps

The apps originally installed by Creighton Public Schools must remain on the iPad in usable condition and be easily accessible at all times.

Security

Student iPads will be filtered through the districts Internet content filter. **Parents/Guardians are responsible for iPad security after school hours.**

Inspection

Students may be selected at random to provide their school-issued iPad for inspection without notice by Administration and/or their designee.

Section 7: Protecting and Storing Your iPad Device

iPad Identification: Student iPads will be labeled in the manner specified by the school. Under no circumstances are students to modify, remove, or destroy these labels.

Password Protection

Students are required to set a pass code on their iPad. Tampering with machine security measures is forbidden. Violations of this requirement will result in disciplinary action.

Section 8: Acceptable Use Guidelines

Students are responsible for their ethical, socially appropriate and educational use of the technology resources of the Creighton Public Schools. Under no circumstances should the iPad cases be opened or iPad turned on while in the locker room or restroom areas.

Access to the Creighton Public Schools technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the Creighton Public Schools Student Internet and Computer Access Policy.

Transmission of any material that is in violation of any law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and iPad viruses.

Any attempt to alter data, the configuration of a iPad, or the files of another user, without the

consent of the building principal or his/her designee(s), will be considered an act of vandalism and subject to disciplinary action in accordance with the district Student Internet and Computer Access Policies. Students who violate this may also be referred to law enforcement for criminal prosecution as appropriate.

Integrity and Civility

In addition to any standard or rules established by the schools, the following behaviors are specifically prohibited as they violate the standard of integrity and civility.

***" Cheating " Plagiarizing " Falsifying Information " Violating Copyright Law " Hacking "
Gaining unauthorized access to any network or iPad***

E-mail

The only e-mail account that students are allowed to access while using a school-issued iPad is that student's Creighton Public Schools account. Please note that emails sent via the chsbulldogs server and accessed on school-issued devices are not private and may be reviewed at any time and without notice.

The following rules will apply when using an email account:

- Always use appropriate language.
- Do not transmit language/material that is profane, sexual, obscene, abusive, or offensive to others. Do not send mass emails, chain letters, or spam. Students should maintain high integrity with regard to email content.
- No private chatting during class without permission.

Section 9: Parent/Guardian Responsibility

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, Smartphones, electronic games, movies, and radio. CCPS students will have access to their device 24/7. As a parent/guardian, you will need to establish ground rules for iPad use, outside of the school day. Although, devices will be periodically checked for content and viewing history, it is important that you establish guidelines for your child while utilizing the Internet off campus. Home discussions should take place on how long their student can access their iPad while at home, where they can use their iPad while at home, and where they will store their iPad at home when it is not in use.

While on campus, devices will have Internet filtering on them at all times.

Section 10: Precautions and Consequences

Under no circumstances should iPads or other technology equipment be left in unsupervised areas. Unsupervised areas include, but are not limited to: the school grounds and campus, computer labs, break areas, unlocked classrooms or lockers, bathrooms, buses and hallways. Any iPad left in these areas is in danger of being stolen.

- Unsupervised iPads will be confiscated by staff and taken to the administrative office. Each student is responsible for his or her iPad once it has been issued.
- Any technology equipment left in a locker room facility must be locked in your locker. For example PE, sports practice, sports competition, or any other necessary situation.

Insurance Fee w/ Deductible

In order for a student to take an iPad off of the Creighton Public School campus they must pay an insurance fee of \$25 per student + deductible.

- Cash or checks made payable to “Creighton Public Schools”.
- Insurance fee must be paid for each student.
- This fee is applicable for the current academic year and is non-refundable.
- The insurance fee covers accidental damage to the device and requires a \$50 deductible for any insurance claim.
 - For each time the student insurance is accessed, the deductible will increase by \$25 in future years.

Insurance Fee Coverage

Students will be responsible for caring for their iPad and will be expected to return their device at the conclusion of the academic year in good working condition and without damage. If *accidental* damage occurs (broken screens, cracked/broken plastics pieces, inoperability, or other minor repairs to the iPad), the insurance fee will be utilized to repair the device. **Students may access their insurance to make repairs one time per academic year and if additional damage occurs to their iPad, it will be the responsibility of the student to pay the entire cost of all additional repairs.**

What is Not Covered in the Insurance Fee

Power adapter or cord, the iPad case, or any other school-owned accessories are not included with the insurance. These items require a full replacement cost by the student with the exact same item.

Intentional Damage to an iPad will not be covered by the insurance and the student/parents will be responsible for all damage to the iPad including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. **It is also considered “Intentional Damage” when a cover has been removed from the device and damage occurs.** Should the cost to repair exceed the cost of purchasing a new iPad, the student will pay full replacement value for a new comparable iPad.

Theft of an iPad is not covered by the insurance fee. Students should take all necessary precautions to prevent theft of their iPad including, but not limited to: keeping their iPad in a secure place, not leaving their iPad unattended/unsupervised, not leaving their iPad in a vehicle, and **registering their iPad with the “find my iPad” application.** In the event that a theft occurs, that theft must be reported to administration immediately and the student and parents MAY wish to file a police report.

Personal Home or Homeowners Coverage

Students or parents may wish to carry their own personal insurance to protect their iPad in cases of theft or loss. Please consult with your insurance agent for details.

iPad Use:

Noncompliance with the policies of the Creighton Public Schools iPad Handbook or Student Internet and Computer Access will result in loss of privileges, disciplinary action, and/or criminal prosecution as deemed appropriate. (See Student Internet and Computer Access Policy.)

Electronic mail, network usage, and all files stored on a school-issued iPad is not to be considered confidential and may be monitored at anytime by designated Creighton Public Schools staff. The district will refer student misconduct to law enforcement and will cooperate fully with local, state, or federal officials in any criminal investigation, particularly those concerning or relating to violations of computer crime laws.

The consequences for students who abuse their iPad privileges are as follows:

iPad Suspensions

Violation	1st Offense	2nd Offense
A. Unattended iPad	Insurance Fund Finder Fee (\$1)	
B. Inappropriate-unauthorized apps or device usage	1 Day	3-5 Days
C. Inappropriate Music (Administrative Discretion)	1 Day	3-5 Days
D. Inappropriate Voice Recording	1 Day	3-5 Days
E. Abuse of iPad and Accessories	3 Days	6-10 Days
F. Inappropriate Pictures	3-10 Days	20 Days
G. Inappropriate Internet Site	3-10 Days	20 Days

Any of the above violations, or any other unforeseen disciplinary issues, can result in the student checking-out the device at the beginning of the school day and returning their device at the conclusion of the day, requirement to attend an iPad policy refresher class, or the loss of an individual iPad and the re-assignment of a generic loaner iPad.

The above penalties pertain to lost iPad privileges, only. In addition to the above, the student may be subjected to additional disciplinary action by school officials and/or prosecution by the law if their use of the iPad is deemed inappropriate, in violation of school rules, or in violation of State or Federal law. Violations include, but are not limited to those stated as unacceptable in the Creighton Public Schools Technology/Internet Acceptable Use Agreement.

The administration retains the right to suspend the student's iPad for a longer period of time if the offense warrants or for any offense not listed on this sheet. This includes suspending the iPad for the remainder of the semester or school year. Suspension days are school days. All High School Student Handbook procedures will apply.

The Creighton School District is not liable for and disclaims any liability arising from any injury or damage caused by or stemming from unauthorized access to the network or inappropriate use of authorized access to the network.

A student and the student's parents or guardians, by submitting the User Agreement and Waiver Form and Acceptable Use Agreement, with their respective signatures in order to gain access to the iPad network, agree to release the School District from any liability for physical or emotional harm or damage resulting to the student that is caused by or related to the inappropriate use of the iPad network.

AE²

Attitude

Effort

Excellence

The Creighton Way

Appendix I

Creighton Public Schools 2020-2021

COMPUTER/TECHNOLOGY USE POLICY

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

General Information: To provide an intellectual atmosphere that includes access to knowledge and information, Creighton Community Public School (CCPS) believes that all students should have the opportunity to develop skills in using computer technology. The technology of the computer network is defined as all computers, both hardware and software, the LAN (local area network), furniture, and all transmitted information. Transmitted information includes but is not limited to: electronic mail, web browsing, file transfer protocol, and any information retrieval via the Internet.

The Internet is an electronic superhighway connecting thousands of computers and users with all around the world. This will give students access to electronic mail communication with people all over the world; information and news from around the world as well as the opportunity to correspond with the providers of this information; discussion groups on a wealth of topics; and access to many university library catalogs and databases. With this access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting. CCPS has taken all available precautions to restrict access to inappropriate materials. However, on a global network it is impossible to control all materials and an industrious user may discover that inappropriate information. We firmly believe that the valuable information and interaction available on this world wide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of CCPS.

I. Student Expectations in the Use of the Internet

A. Guidelines: Individuals at CCPS are expected to comply with the following procedures:

1. Individuals will follow the below acceptable use statement.
2. Each individual will be assigned a password which is not to be shared.
3. Network administrators may review files and communications to maintain system integrity and to ensure that users are using the system responsibly.

B. Acceptable Use: Use of technology at CCPS is a privilege extended to individuals who wish to enhance their learning experiences. Learning through interaction with technology will furnish a graduate with many of the job readiness and skills required by our evolving business and educational community. All board policies and school regulations apply to the use of the network to support the educational goals of this institution.

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

C. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use electronic mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers without the direct permission of the building administrator and/or their designee.
4. Students shall not use technology to distribute hate mail, harassment or discriminatory remarks, intimidation, and other negative behavior towards any other individuals.
5. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including streaming audio or video without the direct permission of the building administrator and/or their designee.
6. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
7. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
8. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
9. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
10. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
11. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
12. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
13. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
14. Students shall not power on any electronic devices while in restroom or locker room facilities.
15. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
16. Students shall not forge electronic mail messages or web pages.
17. "Hacking" is not allowed.

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - a. Conference with parent or guardian;
 - b. Loss of technology privileges;
 - c. Short-term suspension;
 - d. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - e. Other discipline to include possible legal action in accordance with State and Federal law.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. Protection of Students

A. Children's Online Privacy Protection Act (COPPA)

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for educational purposes.

B. Education About Appropriate On-Line Behavior

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
 - a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
 - b. Cyberbullying awareness and response.

Appendix II
Creighton Public Schools 2020-2021
Agreement Form

Please **PRINT** the following information:

Guardian Name (first & last): _____

Student Name (first & last): _____

Student Grade: _____

I agree that my student and I have read and understand the contents of this handbook and will comply with all policies and procedures within the “Policies and Procedures for 1:1 Program” document. I understand that this policy covers one Apple iPad device and accessories that are property of Creighton Public Schools described within for one student.

Student Signature	Parent/Guardian Signature
-------------------	---------------------------

Please check only ONE box and sign:

I **will** pay the school district’s insurance fee of \$25 + deductible that will allow my child to take the device and accessories off school grounds. I do understand that this will cover one accidental damage claim, but additional expenses may be my responsibility.

Student Signature: _____

Parent/Guardian Signature: _____

.....

I **will not pay** the school district’s insurance fee of \$25 + deductible and I understand that my student **will not** be allowed to take the iPad or accessories off school grounds. I do understand that my student and I are responsible for **all costs** incurred to the Apple iPad device and accessories that are the property of Creighton Public Schools described within, for the prescribed student.

Student Signature: _____

Parent/Guardian Signature: _____