

2011-2012

iPad Handbook



Southfield Christian School

A ministry of Highland Park Baptist Church

28650 Lahser

Southfield, MI 48034

www.southfieldchristian.org

Accredited by the Independent
Schools Association of the Central
States (ISACS) and
AdvancED (NCA CASI);
Members of the Association of
Christian Schools International
(ACSI)

8/1/11

TABLE OF CONTENTS

General Information	3
High School iPad Program	3
Implementation Overview	3
Cost Overview	3
Beliefs/Statements and Goals Overview	4
Receiving your iPad	5
Receiving Your iPad and iPad Check-In	5
iPad Check-In.....	5
Check-in Fines	5
Taking Care of your iPad	5
General Precautions	5
Carrying iPads	6
Screen Care	6
Using Your iPad at School	6
iPads Left at Home	7
iPad Undergoing Repair	7
Charging Your iPad’s Battery	7
Screensavers	7
Sound, Games or Programs	7
Home Internet Access.....	7
Managing your Files and Saving your Work	8
Saving to the My Documents/Home Directory	8
Network Connectivity.....	8
Software on iPads	8
Originally Installed Software	8
Inspection	8
Procedure for re-loading software	8
Software upgrades	9

Acceptable Use	9
Parent/Guardian Responsibility	9
School Responsibilities are to.....	10
Students are Responsible For.....	10
Student Activities Strictly Prohibited	11
iPad Care	12
Legal Propriety	12
Student Discipline.....	12
Protecting and Storing your iPad Computer	13
iPad Identification	13
Storing Your iPad	13
iPads Left in Unsupervised Areas	13
Repairing or Replaing your iPad Computer.....	13
School District Protection.....	13
Personal Home/Homeowners Insurance.....	13
Claims	14
Cost of Repairs	14
Technology Honor Code.....	14
Student Pledge for iPad Use.....	16
iPad Protection Plan	17
iPad Rental Agreement (Needs Student & Parent Signature)	18

Portions reprinted with permission from Holland Christian and GFW Schools

General Information

High School iPad Program

The focus of the iPad program at Southfield Christian is to provide tools and resources to today's learner. Excellence in education requires that technology be seamlessly integrated throughout the academic program. The individual use of iPads is one way to empower students in their learning as they prepare for college. Technology immersion does not diminish the vital role of the teacher. To the contrary, it enlarges the role of the teacher to include the directing and facilitating of learning. Effective use of iPads promotes the continuous dynamic interaction among students, educators, parents and the extended community.

Implementation Overview

This 1:1 technology initiative at Southfield Christian will require the disbursement of a single iPad to every high school student. Each student will receive one iPad, case and charger. The devices will be required for all core classes and some electives. iPads will be distributed at the beginning of the school year and collected at the end of the school year for summer maintenance.

Cost Overview

The 16GB iPad with Wi-Fi, case and charger will cost \$500 per student. A \$125 a year rental fee will be charged to each student which will enable use of the device for the school year. This \$125 charge will be taken out of the current \$200 activity fee. At the end of four years the device will be paid in full and the student will be able to keep this device. A student who does not rent the iPad for four years may purchase the unit by paying the remaining cost of the unit to the school. If a student does not want to purchase the iPad, the unit must be returned to school.

Belief Statements and Goals Overview

Technology Belief Statements

1. Technology is becoming an increasingly critical part of the learning experience and curriculum delivery as well as meeting the mission of the school.
2. Technology is changing the way teachers and students interact with each other.
3. We desire that teachers know how to wisely use technology to enrich the learning experience.
4. Technology expands the classroom experience beyond traditional time and space limits.
5. Students are “wired” differently today and technology enables us to respond more effectively to learner needs.
6. As Christians it is critical that we continue to teach students discernment and ethical use of technology. We live in a visual society and we need to teach students to use technology effectively so they can be salt and light in the world.
7. A common level of accessibility to technology is essential for students, teachers, and parents.
8. We need to continue teaching technological literacy and continue to evaluate what that means as new technologies emerge and old technology becomes obsolete.

Goals

1. Equip students to use technology to impact the world for Christ.
2. Teach students discernment and the ethical use of technology.
3. Improve the quality of students’ learning and academic achievement as they develop knowledge and skills for their future mission.
4. Provide greater access to educational opportunities, formative assessments, and differentiated instruction.
5. Improve communication and widen our sense of community by expanding the way teachers, students, and parents are able to interact with each other.

Receiving your iPad and iPad Check-In

Receiving Your iPad

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

iPad Check-in

iPads will be returned during the final week of school so that they can be checked for serviceability. If a student transfers out of Southfield Christian School during the school year, the iPad will be returned at that time.

Check-in Fines

Individual school iPads and accessories must be returned to the SCS high school library (Mrs. Duffy) at the end of each school year. Students who withdraw or terminate enrollment at Southfield Christian School for any other reason must return their individual school iPad on the date of termination. If a student fails to return the iPad at the end of the school year or upon termination of enrollment at SCS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad, or, if applicable, any insurance deductible. Failure to return the iPad will result in a theft report being filed with the Southfield Police Department. Furthermore, the student will be responsible for any damage to the iPad, consistent with the School’s iPad Protection plan and must return the iPad and accessories to the SCS Library in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

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 the Library for an evaluation of the equipment.

General Precautions

- The iPad is school property and all users will follow this policy and the SCS acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.

- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of SCS.
- iPads must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day.
- If students use "skins" to "personalize" their iPads they must not take off any SCS labels.

Carrying iPads

The protective cases provided with iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- iPads should always be within the protective case when carried.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.

Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the iPad against lockers, walls, car doors, floors, etc as it will eventually break the screen.

Using your iPad at School

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

iPads Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. If a student repeatedly (3 or more times as determined by any staff member) leaves their iPad at home, they will be required to “check out” their assigned iPad from the help desk for 3 weeks.

iPad Undergoing Repair

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

Charging Your iPad’s Battery

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. Repeat violations (minimum of 3 days-not consecutively) of this policy will result in students being required to “check out” their iPad from the help desk for 3 weeks. Second offense will result in the loss of iPad privileges for 3 weeks. In cases where use of the iPad has caused batteries to become discharged, students may be able to connect their iPads to a power outlet in class.

Screensavers/Background photos

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the iPad and can be used at the discretion of the teacher

Home Internet Access

Students are welcome to connect their iPad to their home wireless networks. This will assist them with iPad use while at home.

Managing your Files and Saving your Work

Saving to the iPad/Home Directory

Students may save work to the home directory on the iPad, but it is recommended that students save using Google Docs. Students may e-mail documents to themselves for storage on a flash drive. Storage space will be available on the iPad—BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

Network Connectivity

SCS makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data.

Software on iPads

Originally Installed Software

The software/Apps originally installed by SCS must remain on the iPad 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.

Inspection

Students may be selected at random to provide their iPad for inspection.

Procedure for re-loading software

If technical difficulties occur or illegal software, installed apps are discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

Software upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates and syncing.

Acceptable Use

The use of Southfield Christian's technology resources is a privilege, not a right. The privilege of using the technology resources provided by SCS is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in Southfield Christian School. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to Southfield Christian School's technology resources may be denied, and the appropriate disciplinary action shall be applied. The SCS Student Handbook shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

Parent/Guardian Responsibilities

- Talk to your student about Christian values and the standards that your family should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Should you want your student to opt out of having an iPad, 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).

Monitoring and supervision

- iPad's should be used in a location where use can be monitored and supervised by a parent; unsupervised use is strongly discouraged, e.g. use in a bedroom.
- Each student is responsible for all uses of their assigned iPad.
- Use of the iPad by other family members is not allowed.
- Students should not allow other students to borrow their iPad.
- Special software has been installed which allows the school to monitor computer use, time spent on applications, and websites visited.

Internet access at home

- Students are welcome to access the Internet away from school using a wireless connection.
- The iPad browsers are configured to use Internet filtering, whether accessing the Internet from home or from the classroom. Internet filtering not only restricts access to unacceptable sites, but also restricts access to social networking, games, video sites and webmail as set by the school.
- While Internet filters provide an important level of protection, no filter program provides 100% protection. Monitoring and supervision are still very important.

School Responsibilities are to:

- Provide Internet and Email access to its students.
- Provide Internet Blocking of inappropriate materials as able.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

Student Responsibilities are to:

- Use computers/iPads in a responsible and ethical manner.
- Students should apply Philippians 4:8 when using a computers or iPad.
Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things. Phil 4:8
- Obey general school rules concerning behavior and communication that apply to iPad/computer or camera use.
- Protect the privacy of their username and password from others.
- Not copy or modify files, data or passwords belonging to other users and/or not to use their usernames and passwords.
- Not reveal personal information or images online or those of any other individual.
- Not to participate in any actions which may be considered obscene, profane, pornographic, discriminatory, defamatory, harassing, malicious or dangerous.
- Use all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students own negligence, errors or omissions.

- Use of any information obtained via SCS's designated Internet System is at your own risk. SCS specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Help SCS protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their account(s).
- Always turn off and secure their iPad after they are done working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to come to the high school office and show the principal.
- Return their iPad to the Library at the end of each school year. Students who withdraw or terminate enrollment at SCS for any other reason must return their individual school iPad computer on the date of termination.

Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Messaging services-For example: MSN Messenger, ICQ, etc
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc)
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger, etc.
- Students are not allowed to give out personal information, for any reason, over the Internet unless directed by the teacher for educational purposes. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed

- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing the SCS web filter through a web proxy

iPad Care

- Students will be held responsible for maintaining their individual iPads and keeping them in good working order.
- iPad batteries must be charged and ready for school each day.
- Only labels or stickers approved by SCS may be applied to the computer.
- iPad sleeves furnished by SCS must be returned with only normal wear and no alterations to avoid paying a sleeve replacement fee.
- iPads that malfunction or are damaged must be reported to the library. SCS will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally.
- **iPad damage: Students are responsible for any and all damage.**
- iPads that are stolen must be reported immediately to the Office and the Police Department.

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 rules listed in the SCS Handbook. 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 the discipline outlined in the SCS Student Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by SCS.

Student Discipline

If a student violates any part of the above policy, the student will be put on the following disciplinary steps:

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

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

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

Protecting & Storing your iPad Computer

IPad Identification

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

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 are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. iPads should not be stored in a student's vehicle whether at school or at home.

iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, gym, computer lab, locker rooms, library, unlocked classrooms, school store, 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 Library or the office. Students will be charged \$10.00 if it has been turned into the Library or the office due to not being supervised.

Repairing or Replacing your iPad

School Protection

SCS Protection is built into each iPad but includes a \$250.00 deductible to cover iPad replacement in the event of theft, loss, or accidental damage. This plan will include one replacement; additional replacements will cost the student/parent the full value of an iPad (approx \$500).

Personal Home or Homeowners coverage

Students or parents may wish to carry their own personal insurance to protect the iPad in cases of theft, loss, or accidental damage. Please consult with your

insurance agent for details about your personal coverage of the iPad computer. Most insurances will require a rider for electronics and only provide so much coverage and a higher deductible.

Claims

All insurance claims must be reported to the high school office. 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 SCS Protection.

Cost of Repairs

Repairs

Students will be held responsible for ALL damage to their iPads including, but not limited to: broken screens, cracked plastic pieces, water damage, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as sleeves and cables will be charged the actual replacement cost.

Technology Honor Code

Our world belongs to God, and to that end students are expected to apply Southfield Christian Schools' Technology Honor Code to all activities, including those involving the use of school computers, iPads, computer peripherals, and network, whether accessing them while on campus or off campus. As we teach "**Today's Learners**" at SCS, our hope is that technology will be one tool that can be used to develop "**Tomorrow's Leaders and Forever Lovers of Christ.**" This Honor Code lays the foundation for the positive, honorable, use of technology. Examples of the types of technology-related activities that affirm our Honor Code are listed below. Any questions about the application of the Honor Code to technology should be directed to Sue Hoffenbacher, Principal, or Peter Webber, Director of Technology.

Using technology honorably includes:

- Using computers and iPads, software, and other information resources to support learning, complete school assignments, and gain a better understanding of information technologies and their applications.

- Using the Internet to perform research related to academic and extracurricular school functions, and to communicate with scholars, students, and specialists outside of campus to improve knowledge and advance academic work.
- Providing appropriate attribution for any materials gathered using information technology, using all resources to the maximum degree allowed by Federal copyright laws.
- Using technology to collaborate with students and faculty in academic and extracurricular school functions.
- Seeking permission to record or photograph classroom presentations and activities.
- Respecting and encouraging each other online through words and media.
- Using God honoring language in online communications.
- Representing your own views, and not those of others, in any form of electronic communication.
- Owning your mistakes.
- Respecting the privacy of other computer accounts.
- Respecting your personal contact information and that of others.
- Respecting the registration policies of age-restricted online services (e.g., Facebook, MySpace).
- Posting pictures and messages that are honorable on social networking sites.
- Speaking with an adult you trust should you receive a message that is inappropriate or makes you feel uncomfortable.
- Using file servers to store school-related and limited personal files.
- Protecting equipment (school-owned and loaned) from damage or theft.
- Respecting that network bandwidth, server disk space, and printer paper and toner are shared and limited resources.
- Supporting and respecting the school's technology security systems.
- Using technology to transform the world for Jesus Christ.

Violations of the above standards may result in the following consequences, depending upon the violation:

- Discussion about incident with student(s) involved.
- Meeting with an accountability mentor, an adult that a parent or school official has selected to contact you regarding your work on improving after a violation.
- Being required to leave your iPad at school for a period of time (ex: weekends, every night).
- Meeting with tech staff (might involve parent, counselor, and/or principal).
- Involve disciplinary according to the guidelines in the SCS Student Handbook.
- Paying for damage to iPad.

Student Pledge for iPad Use

1. I will take good care of my iPad.
2. I will apply Philippians 4:8, whenever I am using my iPad.

Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things. Philippians 4:8

3. I will never leave the iPad unattended.
4. I will never loan out my iPad to other individuals.
5. I will know where my iPad is at all times.
6. I will charge my iPad's battery daily.
7. I will keep food and beverages away from my iPad since they may cause damage to the device.
8. I will not disassemble any part of my iPad or attempt any repairs. I will not “jailbreak” the iPad.
9. I will protect my iPad by only carrying it while in the case provided.
10. I will use my iPad in ways that are appropriate, meet SCS expectations and are educational.
11. I will not place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the serial number or the iPad sticker on any iPad.
12. I understand that my iPad is subject to inspection at any time without notice and remains the property of Southfield Christian School.
13. I will follow the policies outlined in the *iPad Handbook* and the *Technology Honor Code* while at school, as well as outside the school day.
14. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
15. I will be responsible for all damage or loss caused by neglect or abuse.
16. I agree to return the iPad, case and power cords in good working condition.

iPad Protection Plan

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

School Protection

SCS Protection is built into each iPad but includes a \$250.00 deductible to cover iPad replacement in the event of theft, loss, or accidental damage. This plan will include one replacement; additional replacements will cost the student/parent the full value of an iPad (approx \$500).

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

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

Southfield Christian School iPad Rental Agreement

I agree to the stipulations set forth in the above documents including the iPad Handbook; the Acceptable Use Policy; the Student Pledge for iPad Use and the iPad Protection Plan

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

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

Students who have rented their iPad for four years will be given their iPad at the completion of the final year of rental. Students who rent their iPad for less than four years may purchase their iPad from SCS using the following scale:

1 Year Rental	Purchase for additional \$375
2 Year Rental	Purchase for additional \$250
3 Year Rental	Purchase for additional \$125