



## St. James School iPad Program Guide & Care Agreement

*Parents/Guardians and students must sign and return the SJS MOBILE DEVICE TAKE HOME USAGE AGREEMENT and ACCEPTABLE USE POLICY before the device can be taken home. The information presented here protects the device investment for St. James School and the integrity of our technology program.*

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The goal of the 1:1 program is to enhance student learning by encouraging collaboration, critical thinking, and creativity through production and innovation using transformative technology-driven tools. While our modern 21st Century approach leverages technology to bring our students' digital communication and learning to new heights, our teachers are prepared to maintain balance in the classroom and prioritize their teacher/student relationships while encouraging interpersonal communication across all curricular areas.

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7th and 8th grade students are assigned iPads to use in their daily instruction and for their home study. The purpose is to offer enhanced instruction in the subject matter through the technology. In addition, use of the iPad and its apps will help the students develop skill in managing the iPad and its apps which they will need to be successful in high school.

Each student will be assigned an iPad that will be theirs to use, at home and at school, throughout the year. The students will have the opportunity to learn to use the iPads the way they will use them in high school and teachers will have the opportunity to use this technology to support their instruction.

Each iPad will be loaned to the student with a charging cable, a protective keyboard case, and carrying sleeve for transport. Students are expected to return the iPad and its accessories at the conclusion of the school year in the condition in which they were assigned. Failure to return the iPad or the accessories, or return of the iPad or the accessories in a damaged condition will result in replacement charges.\*

**The objectives of the program are as follows:** students will be able to properly and routinely manage and care for the iPad including proper charging, carrying, and care for the iPad; students will be able to operate and manage school standard applications such as Notability, Google Suite for Education, Desmos, calendar, etc. in an efficient manner; students will be able to independently exercise the proper focus and self-discipline while using the iPads and refrain from social networking, game playing, etc.; students will be able to access, consume, and manipulate electronic text and resources in an efficient manner to become innovative producers of digital content providing evidence of their learning.

**Students assigned an iPad are expected to:** retain control of the iPad at all times; the iPad may not be shared, loaned, or used by any other student in the building; abide by all technology policies and safe and Acceptable Use Policies defined by the school; report any unacceptable or unsafe behavior or communications immediately; have the iPad in its approved case at all times; have the iPad fully charged at the start of each school day; have the iPad with them each day to use in class; a student will not be allowed to borrow an iPad or other device because s/he forgot the device, nor will a student be allowed to use his/her own private technology.

**Students assigned an iPad are responsible for:** any damage to the iPad whether the student is responsible for the damage or not; any data, media, or communication received and/or stored on the iPad and any communication emanating from the device whether they are responsible for the data, media, or communication or not.

**Students assigned an iPad are forbidden to:** download any apps, video, music, or other electronic media not specifically assigned by the teacher; use social media of any type on the iPad, on or off campus; use any email other than their assigned St. James School email; take photographs or video except when specifically assigned by the teacher on or off campus; use private technology belonging to themselves or anyone else during the school day.

The school manages and controls all applications, settings, and restrictions on the iPad with Apple School Manager and mobile device management. Students must not attempt to disable or circumvent the management programs/settings. The teacher will have access to control, view, screen-shot, lock, open and navigate apps on

all student devices via Apple Classroom during each period of the school day. Students are required to join the teacher's Apple Classroom during each period of the school day. Any student disconnected from a teacher's Apple Classroom is subject to disciplinary action.

*When students are off-campus, the management system does not filter content accessed on public internet. It will be up to parents/guardians to establish proper procedures for using Internet resources when not on the St. James Campus.*

**The School reserves the right** to randomly collect and/or spot check the iPads. The student has no expectation of privacy for anything on or communicated by the iPad. Failure to follow these guidelines will result in the loss of the iPad for a specified period of time in addition to other consequences relative to the offense. During that time, the student is on his/her own to complete the assignments given by the teacher. Neither accommodations nor exceptions will be made to facilitate the student learning during this time.

## **General Care of School Loaned Device**

Students may not personalize their device. The iPad and its case must remain free of any writing, drawing, or stickers.

Devices should never be left in a car or any unsupervised area.

Devices should not be left in extreme hot or cold temperatures for extended periods of time.

No food or drinks are allowed next to your device while it is in use.

Cords, cables, and removable storage devices must be inserted carefully into the device and removed carefully.

Hold your device with extreme caution to avoid dropping.

## **Carrying & Transport Recommendations**

The keyboard case should always be closed when the device is being moved.

Transport device with care in its provided case and protective sleeve.

Never transport your device with the power cord plugged in.

Never store your device in a backpack while charging/plugged in.

Use caution to not allow other items in your backpack to cause damage to your device.  
(Especially liquids or heavy items)

### **Screen Care**

The device screens can be easily damaged. Do not attempt to remove the protective screen guard.

Do not lean or put pressure on the top of the device when it is closed.

Do not store the device with the screen in the open position.

Do not place anything near the device that could put pressure on the screen.

Do not poke the screen with anything that will mark or scratch the screen surface.

Do not close the case with anything in between the screen and keyboard.

Do not draw on the screen with any type of writing implement. (Use only approved stylus.)

Clean the screen with a soft, dry microfiber cloth or anti-static cloth. DO NOT use Windex or other window cleaner or wet wipes.

### **Keyboard Care**

Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, earbuds, etc.)

Do not poke at keyboard with any sort of writing utensil or stylus. Only fingers should strike the keyboard.

Do not scratch or dig at the keyboard - it WILL cause damage.

If your keyboard needs cleaning a moist cloth can be used. Avoid using excessively wet wipes.

Damage must be immediately reported to the student's teacher. Damage determined to be the result of neglect or abuse may result in fines. **If a student suspects their device is lost or stolen, he/she must immediately report it to their homeroom teacher.** Students in need of technical assistance should speak first with their homeroom teacher. The teacher will troubleshoot and/or send the student and/or the device to the Educational Technology Coordinator for further assistance.