

E.D. White Catholic High School iPad Program Acceptable Use Policy 2024-2025

We believe that the purpose of education is to equip young people with the skills they need to participate fully in and contribute to the building of the reign of God. These skills include the ability to discern the values implicit in various positions or options and the ability to evaluate those options in light of traditional Christian values. We believe these skills are much more important than the content of any individual course or discipline. In addition to providing students with a curriculum that is valued in the workplace and that opens options for them in higher education, the school should nurture in students the habit of lifelong learning and ground them solidly in traditional Christian values. EMM

The integration of the iPad into our classrooms is an initiative at E. D. White Catholic High School to provide tools and resources to the 21st century learner. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for college and the workplace. This program also brings to the forefront the opportunity to teach young people their moral role and responsibility in the proper use of technology and to enable them to apply ethical filters to the endless stream of data from the global environment.

Goals of the E.D. White Catholic High School iPad Program

- Prepare students to succeed in today's ever transforming technological world
- Foster critical thinking and problem solving skills
- Encourage ethical practices in the use of technology
- Shift the classroom environment from teacher-centered to student-centered
- Provide a safe environment for learning with technology

Administrative Rights

The school administration reserves the right to add or modify rules and restrictions to the use policy throughout the school year. If changes are made during the year, an email will notify parents and students of the update and location on the school website.

Definitions

4G/5G/LTE: Some versions of the iPad also include 4G/5G/LTE support for transferring data over a cellular connection, though this capability requires a monthly cellular service contract.

AirDrop: the function that allows for the transmission of photos, videos, apps and/or documents wirelessly among iOS devices via a Bluetooth and/or WIFI connection.

Airplane mode: a mode that disables the device's cellular radio, WIFI and Bluetooth functions.

Jail breaking: A process of removing limitations on an Apple device that enables users to run 3rd party applications and processes that Apple does not recommend.

Pass/Lock code: a specific code designated by the user to gain access to the iPad.

Restriction code: a specific code designated by the user to prevent and/or restrict certain functions/features on the iPad.

School day: The school day is defined as arrival on campus through 3:00 pm.

VPN: Short for "virtual private network." VPN refers to the use of a private network that is constructed by using a public network and enables users to gain uncensored internet access.

iPad Specifications:

- Students are required to bring an iPad with WIFI only capabilities from home. The iPad may not have 4G/5G/LTE or cellular capabilities. The iPad needs to be a 12.9 6th gen. or 11 in. 4th gen Pro, iPad 10th generation, or iPad Air 5th gen, or an iPad Mini 6th gen. or newer.
- E.D. White requires at least 64GB of storage. Larger storage is acceptable, and, to increase longevity of the device, is recommended. Fees associated with this program cover the following:
 1. Technology staff support on site
 2. Some textbook apps, and apps commonly used in classes
 3. A free loaner iPad available for two weeks (\$2.00 per day thereafter)
 4. Access to the school's wireless system
 5. Printing services on campus (inside Media Center)

Help Desk

An iPad Help Desk has been established in the media center to provide assistance to students, parents and teachers. The main media center reception area offers a charging station during school hours.

The Help Desk operates from 7:30 a.m. to 3:15 p.m. Questions concerning the iPad can also be addressed through phone calls to (985) 446-8486 ext. 108 or by emailing lfangue@htdiocese.org.

An iPad Help Desk group is located on the E.D. White PlusPortal site. This group page includes the iPad Program Acceptable Use Policy (AUP), Frequently Asked Questions (FAQ), helpful hints and an assortment of information that will assist you in successfully participating in our program.

It is recommended that students utilize the Help Desk with software or hardware concerns **prior to trying to repair the device themselves**. Students should visit the Help Desk **before school, during recess or lunch, or after school**.

Communication, Data and Privacy

All storage and network communication provided by E.D. White remains the property of EDW. The school seeks, where possible, to honor the privacy of the individual. It reserves the right, however, to access any file, email, or other information stored on or communicated through its property and will do so if a compelling reason arises. Educator tools, such as Apple Classroom, will be used by teachers to view and monitor iPad use within his/her classroom. EDW retains the right to monitor network activity in any manner it sees fit. **The student has no reasonable expectation of privacy with regard to the use of school technology.** Any faculty member, at any time, at any location on campus and/or during a school sponsored activity or event can regulate the use of the iPad in accordance with the school's policies and/or these guidelines. Consequently, if a teacher suspects misuse, the student must surrender his iPad and passcodes to the teacher and/or administrator.

Student Responsibilities:

- The iPad is a valuable educational tool. Therefore, the student should use the iPad only when directed to do so by the teacher. During this time, the student must remain on-task with the use of tools like Screen Time and Apple Classroom.
- EDW MDM profiles must be installed on the iPad.
- Students must keep their assigned email address activated on the iPad. Students are required to check their email daily.
- Students may use the camera for educational purposes. If a student misuses the camera in any way, he or she will forfeit the right to use the camera at school and will be subject to disciplinary consequences.
- Students should clear the iPad tray after every class.
- Students may use ear buds, and/or AirPods, or headphones for educational purposes, and only when directed to by a teacher or administrator. Ear buds are not allowed between classes. Any misuse can lead to disciplinary consequences.
- **iCloud should remain activated on student devices.** In the event of a problem, a current iCloud back up is critical in retrieving and restoring data.
- **It is the responsibility of the student to back up his files.** Students should back up important files to Google Drive and iCloud on an automatic basis.
- Students should monitor their iPads and iCloud accounts to ensure that sufficient storage is available for school requirements. Personal files such as music, photographs and/or games may need to be kept to a minimum to ensure that schoolwork can be properly accommodated on the device.
- All communications through the iPad are expected to uphold the values of the school. Emails, text messages, etc. should not be of a nature that demeans the school's or the student's reputation. The primary use of the iPad at school is for educational purposes, and it is important that this premise be at the forefront of all communications.
- Electronic communication with a faculty member or administrator from a student should always be directed to the school's htdiocese.org email account instead of a personal account. Students are never allowed to text faculty or staff.
- Students are provided an email account to use in contacting faculty and other students.

Internet Reporting

In the event that an inappropriate internet site is accessed, the student is required to close the application or click the back button, and report the incident to a teacher immediately.

Monitoring of internet usage is conducted offsite by the Archdiocese of New Orleans and on-site through management software. Failure to report access to an inappropriate site may result in disciplinary action.

System Security

The term security refers to any actions, behaviors, or software tools that enhance the safekeeping of a student's personal data or the successful operation of general network functions. It is important for students to comply with security measures. E.D. White Catholic High School makes every effort to provide state of the art tools to provide protection from risks. Even with these efforts, iPad users' behaviors are the first line of defense.

- Any attempt to install a computer virus or other disruptive mechanism, circumvent system security, guess passwords, or in any way gain access to secured resources or another's files is strictly forbidden.
- Content filtering while on the EDW network is supplied by the Archdiocese of New Orleans. For this reason, it is prohibited for students to connect to any wireless system other than EDW's while on campus, including tethering to cell phones.
- E.D. White **does not** provide content filtering when iPads are off campus. Installation of an optional filtered browser is left to the parent's discretion.

Battery Charging

Students are required to charge their iPad batteries overnight so they are ready for work the next day. In order to extend the functional life of the iPad while running on batteries, it is recommended that students allow the iPad to go into standby mode when not in active use.

- Research indicates that it is damaging to the battery and/or device to leave the iPad in a hot environment such as a parked car.
- Manufacturers recommend that the battery be allowed to go down below 20% and then be charged up to 100%. This scenario is not always possible, but making efforts to operate in this manner will extend the life of the battery.

Damage and Theft Prevention

iPads are very portable and expensive. Therefore, they need to be secured properly when not in the student's possession. Students should not leave them unattended in a school bag during recess or lunch. It is recommended that students not leave their iPads on campus at the end of the day or over vacation days. After school activities on campus should provide a secure location for the safekeeping of the iPads during meetings or practices. Students must take advantage of these secure locations and not leave the iPad unattended while at an after school activity. A student should not loan his iPad to a fellow student.

Reporting Theft or Damage

- **On campus:** Report missing iPads immediately to the Helpdesk. Measures will be taken to locate the device. If necessary, an iPad will be issued from the loaner pool. An official report of the loss or theft will be completed by the Dean of Students.
- **Off campus:** It is the student's responsibility to report a theft as soon as possible to the police and to the EDW Help Desk.
- **In the event a loaner iPad is lost, stolen or broken,** the student is responsible for the replacement fee and should notify the iPad Help Desk immediately.
- **If a student damages or cracks the screen of a loaner iPad,** he/she is responsible for the repair fee and should notify the iPad Help Desk immediately.

iPad Proper Care

This section is intended to provide a series of recommendations to help ensure the proper care of the iPads. While this list is quite in-depth, it cannot serve as a complete list. In addition to following these guidelines students are expected to use common sense and best judgment to protect the iPads on and off campus.

It is our expectation that students act responsibly to maintain the device and minimize damage.

- Keep a protective case on the iPad to reduce the possibility of damage.
- Ensure that the case is closed properly before moving. It is easy to get accidentally bumped when moving in between classes.
- Liquids and other debris can damage the iPad, so avoid eating or drinking near the iPad.
- Taking Care of the Screen
 - The iPad screens are susceptible to damage from excessive pressure.
 - Use the stylus/Apple Pencil with a light touch.
 - Students should be sure there is nothing trapped between the case and the screen to reduce the possibility of the screen being scratched.
 - Clean the screen as you would a camera lens or a pair of glasses with an anti-static cloth and specially designed cleaners.
- Mind the Temperature
 - It is recommended that you keep your iPad between 40°F and 85°F. Allowing the chemicals in your battery to get extremely cold in the winter then heat back up during use will also contribute to the shortening of your overall battery life.
- Charging your Battery
 - "Topping off" your battery in anticipation of several hours away from an outlet is acceptable. As a matter of fact, it's fine to charge your battery from any state/level of discharge to suit your needs. The most important thing to

remember in regard to your charging practices is to avoid leaving your battery at 0% charge for longer than 5-7 days. Best practice is to keep your battery at a level over 20% charge on a regular basis. It is a good idea to run your battery down to below 20% and recharge it once every few weeks. This will keep the chemicals inside the battery cells "alive."

- Leave the device intact. Do not try to service the iPad or take it apart.

Prohibited Practices

- Removing the school device management profiles and app
- Using the iPad at recess or lunch, unless he/she reports to the Media Center for printing or studying
- Turning off the EDW WIFI and connecting to any other WIFI source, including hotspots and cell phones.
- Disabling Bluetooth technology and WIFI so that Apple Classroom cannot be used properly.
- Renaming the iPad to anything other than the student first and last name
- Texting, messaging, or posting to social networks and other similar activities during the school day
- Airdropping during the school day, unless given specific permission by a teacher or administrator
- Turning brightness below 50% so that teachers cannot readily see/view what is displayed on the iPad
- Changing and/or distributing the student assigned passwords
- Sending unauthorized bulk or random messages
- Using technology to threaten, bully, or harass others
- Purposefully viewing, displaying, storing, or transmitting any obscene or discriminatory material
- Communicating with others in any manner, which reflects negatively on EDW
- Conducting or participating in any actions, which are illegal (according to city, state, or federal law)
- Conducting commercial or private business enterprises or soliciting for organizations that are contrary to the teachings of the Catholic Church
- Downloading and using banned apps, as deemed inappropriate by school administration (This list changes on a continual basis. A complete list of the forbidden apps will be posted and maintained on the school website. Updates will be done as needed, and notifications of these changes will be sent to both students and parents.)

Banned Apps (as of May 2024)

- All VPN apps

Decorations/Individuality

Students may choose a case of their liking. Please ensure that any decoration on the cover, or image on the lock screen or wallpaper is of a wholesome nature and appropriate for a school environment.

Tips for Success:

- Passcode protect your device.
- Organize school apps in folders.
- Have the iPad charged for class.
- Back up documents and data on a weekly basis to Google Drive and iCloud. This will ensure that items can still be retrieved if a loaner iPad has to be used.
- Turn off all sounds on the device.
- Put music, photos, and videos on your iPad as long as space is available. School material comes first.
- Ensure that all apps and the operating system are up to date in order to be properly prepared for class.
- Check school email daily.
- Utilize Apple Screen Time to remain on task during the school day.
- Use tools like the Apple Pencil and a wireless keyboard to fully engage the iPad.