

St. Hilary School - iPad Parent and Student Handbook

Compassionate – Innovative – Future Ready

In a world where technology is increasingly ubiquitous, Saint Hilary School strives to provide students with the tools necessary to navigate the information age, with a firm grounding in Catholic values. Saint Hilary School's technology program utilizes a 1:1 iPad model that empowers students to create, evaluate and analyze through project-based instruction and supports teachers' efforts to differentiate the curriculum. Students are able to access the curriculum in a variety of subject areas and learn the skills needed to manage their workflow using cloud-based technologies such as Google Drive and Google Classroom. Our Educational Technology instructor helps teachers integrate technology into their classrooms on a regular basis. We use a variety of apps and web-based tools including, but not limited to, Renaissance Reading, iMovie, Grafio, iBooks and Keynote. Teaching students to collaborate and communicate effectively using technology is a point of pride at Saint Hilary School. Our graduates leave confident and well-prepared and for their use of technology in high school.

As part of this program, parents/guardians have agreed to let their child use a school iPad to do classwork and take it home every night.

iPad Do's

- Students should back up all their school documents, pictures, and videos to Google Drive often and consistently.
- Students should know and keep track of where their iPad is at all times and have it ready for school work to achieve learning goals.
- Students in middle school take their iPads home every day and are expected to bring them to school – fully charged.
- When an iPad is at home, we recommend that parents/guardians require that students to use the iPad in a common area for homework.

iPad Don'ts

- Don't remove the iPad from the case. The case is intended to protect the iPad from damage, dings, scratches and cracked screens.
- iPads should never be stored in a vehicle. Most electronic theft happens through car break-ins. If an iPad must be left in a car, make sure it is not visible, and that it is not left in backpack that is visible.
- Don't lend a school iPad to a friend, classmate or family member; students are responsible for all web browsing history and/or possible damage that occurs to the device.
- Don't ever store or leave an iPad on the floor or on the ground.

Care and Feeding of the iPad

- Protect the iPad from extreme heat and cold, food and drink, small children, and pets.
- Insert the iPad charging cable gently and with care; jamming it in can cause damage.
- Avoid touching the iPad screen with pencils or pens, with the exception of an Apple stylus.
- Select a safe place for charging on a table or desk; never leave an iPad charging on the floor where it can be stepped on.
- When purchasing a iPad charger for the student iPad for home use, we strongly advise buying from the Apple Store or apple.com website directly. Non-Apple brand chargers from sites such as Amazon or Ebay are notorious for high failure rates, not charging properly, and sometimes damaging the iPads.
- Do not use the smaller iPhone charger for charging an iPad. It is not designed to charge an iPad and will fail to charge it properly.

Financial Responsibility

- Student Families will be financially responsible for the full replacement cost of a lost, stolen or damaged iPad. Generally speaking, the replacement cost of an iPad is \$400.
- Students are expected to return iPads and iPad cases in good condition at the end of the school year. Students/families will be billed for any equipment that is not returned or is damaged. This includes the iPad device and the protective case.
- Students/families returning iPad cases that have excessive wear or stickers that cannot be easily removed will be charged \$30 for a replacement case.

Lost, Stolen or Damaged iPad Parent Responsibility

Reporting Process

If a student iPad is lost, stolen or damaged, the student or parent must report it to the school immediately. Students should inform their teacher or the school administration as soon as possible – no later than 24 hours.

Parent Responsibility and Monitoring Student iPad Use At Home

By agreeing to partake in the use of a school iPad, the parent/guardian agrees to monitor student use at home, and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved. The iPads provided by St. Hilary use Internet content filtering in the Safari browser via the built-in Apple iOS parental controls, and numerous websites are blocked by default (including Youtube, gaming sites, and social media sites). However, no filter provides an absolute guarantee that students will not inadvertently or purposefully access inappropriate content.

Tips for parents:

- Develop a set of rules/expectations for iPad use at home. For example, allow mobile device use only in common rooms of the home (e.g. living room or kitchen) and not in bedrooms or other isolated locations.
- Demonstrate a genuine interest in what your student is doing on the iPad. Ask questions and request to see his or her work often.
- Mobile devices contain cameras; review your student's pictures and videos on a regular basis.
- Make a point of occasionally checking the web browsing history in Safari. (Browsing history is blocked from being deleted.) Make sure the student's web browsing is for school-related work. If your student has visited questionable websites, have a conversation about it.

Appropriate Content

All files, apps, images, music and communications on school technology must be school appropriate. This includes content on a school iPad, email account, Safari browser, and Google Drive cloud storage.

Inappropriate materials include:

- References to alcohol, tobacco or drugs
- References to gangs
- Obscene language or nudity
- Bullying or harassment
- Sexual content
- Copyrighted images, music or other files that the user does not have permission to use
- Music with overt sexual, drug, violence, racist or gang-related themes
- Gaming websites or gaming-related content, (especially games with violent content such as first-person shooter games)
- Other inappropriate content or online activities as determined by school personnel

Cyber Bullying and Harassment

Bullying usually [occurs](#) when students have a lack of direct supervision: on the playground, during classroom activities, outside after school or at home. As students grow older, bullying flourishes in isolated and unsupervised spaces. Technology in particular may encourage aggressive behavior, as students can bully others anonymously through websites, social media, apps, and instant messaging.

Examples of bullying include:

- Sending unwelcome emails or text messages
- Threats
- Sexual harassment
- Hate speech
- Ridiculing someone in front of peers
- Posting lies, rumors, or gossip and encouraging others to distribute that information

What Parents Can Do to prevent Cyber Bullying

Parents play a key role in preventing and responding to cyber bullying. If you know or suspect that your child is involved in bullying, there are several resources that may help. Recognize the warning signs that your child is involved in bullying. They could be being bullied, bullying others, or witnessing bullying. Although these signs could signal other issues, you should talk to your child if they display any sort of behavioral or emotional changes. Many times kids won't ask for help, so it is important to know what to look for. If your child is at immediate risk of harming himself or others, get help right away.

Learn what cyber bullying is and what it is not. Understanding what bullying is the first step in forming a plan to prevent or respond to bullying with your child. Many behaviors that look like bullying may be just as serious, but may require different response strategies.

For more resources and information and about preventing and handling Bullying and Cyber Bullying issues:

<https://www.stopbullying.gov/what-you-can-do/index.html>

<https://cyberbullying.org/>

<https://www.pacer.org/bullying/resources/cyberbullying/>

Common Sense Media

Parents and students are strongly encouraged to visit and get familiar with tools, guidelines and reviews provided by Common Sense Media.

<https://www.commonsensemedia.org/>

Common Sense is a nonprofit organization dedicated to helping kids thrive in a world of media and technology. They empower parents, teachers, and policymakers by providing unbiased information, advice, and tools to help them harness the power of media and technology as a positive force in kids' lives. There are reviews of apps, websites, movies, TV shows, music and much more to help guide families in the rapidly changing media and technological world.

Kids and Social Media

As a parent, it is important to think through a plan for allowing your child use social media. Most parents want to respect boundaries and give room for your child to grow and the freedom to make choices—and learn from—their own mistakes. On the other hand, you also want to do everything in your power to protect your child from bad outcomes.

When it comes to online safety, social media presents its own unique set of problems and pitfalls for tweens and teens. That's why it is important as a parent to be involved with your child's use of social media, and to have a game plan. Also be aware that social media takes on many forms and is always evolving with new apps and sites springing up frequently. Social Media can be embedded into gaming hardware like playstations and xboxes, and texting (group texting) itself is a form of social media. Here are some basic guidelines:

- Check privacy settings
- Create ground rules
- Occasionally monitor the pictures and comments and your child posts online (try not to over-police)
- Limit screen time for all internet connected devices
- Teach kids about online reputation
- Talk about online dangers
- Talk to kids about not over-sharing online

Here are some helpful Online resources for strategizing a child's use of Social Media:

<https://www.psychologytoday.com/us/blog/artificial-maturity/201803/parent-s-guide-social-media-use-kids>

<https://www.common sense media.org/social-media>

https://www.washingtonpost.com/news/parenting/wp/2018/01/09/what-teens-wish-their-parents-knew-about-social-media/?utm_term=.031e1ab0e427

https://www.caringforkids.cps.ca/handouts/social_media

Home Internet Wi-Fi Parental Controls

(Internet content filtering and scheduling on/off times for Internet access for mobile devices)

With few exceptions, most households who have students attending St. Hilary have broadband Internet access using either ATT or Comcast. Parents are strongly encouraged to learn how to access and turn on the parental control features provided by either of these services. Both companies provide a means to block Internet access to children's mobile devices on a schedule, as well as various options for limiting content or blacklisting inappropriate websites. For example, a parent can set a schedule to block their

child's smartphone and/or school iPad from Internet connectivity after 9:00 p.m. every day, as well as specifically blocking websites such as, Youtube, Netflix, social media, and gaming sites.

Below are the links from ATT and Comcast with instructions to access and set up parental controls on your home Internet network and Wi-Fi.

All you need is a computer (Mac or PC) connected to your home Wi-Fi network. Open a web browser and have your Wi-Fi router username and password on hand to log in to parental controls. With the parental controls, you can easily configure a schedule you feel comfortable with to enable and block Internet access for your child's school iPad and other internet connected devices.

Note: If you run into any difficulty, don't hesitate to call your Internet service provider's tech support line. It's free, and support is available 24/7.

ATT – Home Internet Tech Support – 800-288-2020

(Link to ATT parental controls set-up and configuration)

https://www.att.com/devicehowto/tutorial.html#!/interactive/id/interactive_1500015462?make=ATT&model=WirelessInternetMF279

Comcast – Home Internet Tech Support – 800-934-6489

(Link to Comcast parental controls set-up and configuration)

<https://www.xfinity.com/support/articles/set-up-parental-controls-with-comcast-networking>