



BUILDING A FIRM FOUNDATION  
THROUGH CHRIST-CENTERED EDUCATION

## **MCS: Learn Forward Technology Handbook Contents**

MCS: Learn Forward Program Core Objectives	1
MCS Acceptable Use Policy (AUP)	2-7
MCS Middle School Student Technology use Agreement	8-9
MCS Elementary School Student Technology use Agreement	10-11
MCS Technology Progressive Discipline Plan	12-13
MCS Middle School Student iPad Care and Support	14-19
MCS Elementary School Student iPad Care and Support	20-22
MCS iPad protection plan	23



BUILDING A FIRM FOUNDATION  
THROUGH CHRIST-CENTERED EDUCATION

## ***MCS: Learn Forward Technology Handbook***

### **MCS: Learn Forward 1:1 iPad Program Core Objectives**

Every student and teaching faculty member utilizes an Apple iPad at MCS, a device to enhance student learning and the overall educational experience to prepare students for high school and beyond. 1:1 devices enhance student ownership, engagement, and hands-on learning.

Core objectives promote:

- Critical thinking and educational excellence
- Collaboration and resource sharing
- Enhanced creativity
- Individualized learning
- Development of communication skills
- Project based learning connecting students to the global community
- Promote digital age learning
- Innovative instruction

MCS remains committed to providing students with the best education possible, equipping them with the knowledge and tools needed now and in the future. Not only is the iPad a formidable tool in advancing learning, but it also makes the classroom experience more dynamic, providing anytime, anywhere learning to every student.

MCS: Learn Forward Strengths:

- Robust learning management system that serves as a one stop shop for managing homework, assignments, grades, communication, assessments, and learning resources
- Direct access to technology for each student using their individual MCS device at school and at home
- 24/7 content filtering and monitoring of all devices to ensure safe and proper use of the device on all Wi-Fi networks
- Apps and programs to engage student interests and passions to maximize individual achievement
- Enhanced resources including digital textbooks and teacher or student created materials
- Integration of technology across all content areas and programs
- Organized note-taking platforms
- Platforms to facilitate individual and group work
- New opportunities to demonstrate mastery of classroom content
- Flipped instruction to connect learning at home
- Access to library and academic resources to build digital literacy skills



BUILDING A FIRM FOUNDATION  
THROUGH CHRIST-CENTERED EDUCATION

## STUDENT ACCEPTABLE USE POLICY (AUP) FOR MARINERS CHRISTIAN SCHOOL

*“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*

### General Purpose and Intent of the Student Acceptable Use Policy

MCS technology resources including, but not limited to, tablets, computers, and laptops, are provided for the purpose of supporting the holistic educational experience and mission of the school. The goal in providing these resources is to promote the core program objectives. Use of these technologies is a privilege that carries responsibilities and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the Parent Student Handbook. Members of the MCS community will use all technology in a biblical, responsible, ethical, and legal manner at all times.

### **Philosophy**

MCS recognizes the fact that school issued as well as personal digital devices, including mobile phones, tablets, smartwatches, and various products that access the Internet or capture pictures/video have become an integral part of daily life for families and students. Responsible use of a mobile phone, tablet, smartwatch or other personal electronic device can serve to accomplish many legitimate and/or educational purposes. Therefore, it is the goal of MCS to train students in the wise and appropriate use of digital devices and social media, ensure the privacy rights of all students, maintain academic integrity, and limit disruptions to the learning environment.

### Student Acceptable Use Policy

#### **Technology Access and Privacy**

1. MCS accounts are issued solely to the individual student and must not be shared. No individual may trespass or login to another person’s account at any time
2. Passwords, login information, or other personal information may never be shared.
3. Access to the MCS network using personal digital devices, including mobile phones, tablets and smartwatches **is prohibited**. Students are prohibited from accessing internet sites or material of obscene, sexually explicit, or other objectionable material. Violation of this policy will result in disciplinary action that may include loss of digital device use privileges, suspension, or expulsion.
4. To promote a safe learning environment, all use and content of technology is monitored and filtered. Precautions have been taken to secure Internet access on all devices at school and on the MCS issued iPad at home.

5. It is not possible for MCS to restrict access to all inappropriate or controversial material. MCS shall not be liable for inappropriate use of electronic communications, resources, violations of copyright restrictions or other laws, users' mistakes or negligence, or costs incurred by users. MCS shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet or other sources. MCS shall not be liable or responsible for inappropriate conduct online. The student and parent accepts full responsibility for their actions online. MCS reserves the right to define and determine, at our sole discretion, inappropriate use.

### **Personal Device Use**

6. Students may possess a digital device, including mobile phones while on the school campus as long as the presence of this device does not disrupt the educational environment and is not used for illegal, unethical, or immoral purposes including but not limited to cheating, harassment, or accessing inappropriate, obscene or explicit content. Apple Watches or similar devices may not be connected to a phone for use during the school day but may be used as a watch. Students caught using digital devices for these purposes or in a manner that does not align to the conduct standards of MCS (Student-Parent Handbook) will lose the privilege of possessing a digital device at school and face other disciplinary action as appropriate. Based upon the gravity of the violation, disciplinary action up to expulsion could be taken.

7. To protect the learning environment and minimize distractions, personal digital devices, are required to be off and in the student's backpack or locker at all times during the instructional day (bell to bell) unless a student has the specific permission of a school employee to use the device.

8. Students may turn on their mobile phones to receive texts and/or calls from parents at the end of the school day.

9. The use of a personal digital device in hallways, restrooms, locker rooms, health office or other locations is strictly forbidden. Violations of this expectation in areas that could infringe upon student privacy, such as bathrooms and locker rooms, will result in serious disciplinary action. Based upon the gravity of the violation, disciplinary action up to expulsion could be taken.

10. Students are not permitted to use digital devices including mobile phones and MCS issued iPads while walking in and out of the carpool lines in an effort to promote safety and minimize congestion.

11. MCS is not responsible for the loss, theft or damage of a personal device brought to school.

12. Personal devices are not allowed on school field trips unless otherwise designated by school personnel.

13. MCS reserves the right to determine, at our sole discretion, the appropriate consequences for the misuse of personal devices. Further, MCS will take into account previous disciplinary history when making all discipline decisions. Unauthorized use of a digital device will subject a student to the technology progressive discipline policy.

## **Social Media and Digital Citizenship**

*“So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets.” -Matthew 7:12*

14. Cyber bullying will not be tolerated and MCS practices a zero tolerance policy when responding to cases of cyberbullying. "Cyber bullying" is defined as pervasive, ongoing torment, threats, harassment, humiliation, embarrassment or otherwise harmful actions targeting another person, or group of people, using technology in any form. Cyber bullying is defined as harassment across multiple incidents.
15. MCS practices a zero tolerance policy when responding to instances of cyber harassment. Cyber harassment is defined as any instance of a threat, humiliation, embarrassment, or otherwise harmful action targeting another person, or group of people, using technology in any form. Harassment can be defined as one or more incidents.
16. Unless specific permission is granted by school personnel, students are prohibited from taking pictures, videos, and audio recordings while on campus.
17. In the course of completing a school authorized multimedia assignment, permission must be granted by any individual being used in the assignment. This includes photographs, audio recordings, and videos of any person(s) including but not limited to students, teachers, and staff.
18. Students are prohibited from posting videos, photographs, or audio recordings used in school assignments anywhere online including personal social media accounts. Posting is only permitted on school approved learning management systems and must be done so according to explicit instruction of school personnel. The inappropriate posting of material will result in disciplinary action.
19. No student may use a digital device to infringe on the privacy rights of another student, teacher, or member of the school community. Use of the digital device's camera, video recording, or audio recording capabilities to capture unauthorized images or sound recordings of others are examples of privacy infringement. Misuse of a digital device in this manner will constitute a flagrant violation of school rules.
20. MCS reserves the right to determine, at our sole discretion, the appropriate consequences for poor digital citizenship and the misuse of social media. Further, MCS will take into account previous disciplinary history when making all discipline decisions.

## **Academic Integrity**

21. Materials gathered using technology may not be copied or reproduced without the permission of the author or other right-holder. It is the student's responsibility to respect and adhere to all copyright, trademark, and other intellectual rights and trade secrets laws.
22. Plagiarism is strictly prohibited. All publications, ideas, multimedia products, and written expressions must be properly cited and used according to the fair use guidelines of copyrighted material.

23. MCS reserves the right to determine, at our sole discretion, the appropriate consequences for any violation of academic integrity. Further, MCS will take into account previous violations according to the policy outlined in the Academic Integrity Pledge.

### **MCS Facilities and Technology Use and Care**

24. MCS has three on-site digital learning centers (DLC) including Learning Commons, MakerSpace, and the Tech Hub. A student must obtain prior permission to use any facility. No student may be in these areas without permission and supervision.

25. Use during all breaks and lunches is permitted providing prior permission and supervision.

26. No food or drink is allowed in the DLC's while using any MCS technology including the MCS issued iPads.

27. Proper use and care of the DLC's includes: clean hands before using any technology, not changing any device settings, removal of covers or other protective device accessories, responsibly using resources such as paper or printer ink, returning all supplies to the proper location, and cleaning up work space for future use.

28. It is to be understood that use of facilities and technology is a privilege not a right. MCS reserves the right to determine, at our sole discretion, the appropriate consequences for poor use including restriction of use of technology and facilities. Any loss or damage to MCS facilities or technology, regardless of the cause, will be the strict financial responsibility of the student.

### **School Jurisdiction and Liability**

29. The following guidelines and policies define when a student is under the school's jurisdiction. Students are generally considered to be under the school's jurisdiction when:

- On the school grounds (campus).
- Digital school grounds including remote learning and/or live instruction via Zoom or other video conferencing tools.
- On or off campus at school-related events, including but not limited to athletic or arts events, field trips, or service activities.
- MCS can impose disciplinary consequences for actions that occur out of the school's normal jurisdiction when those actions negatively impact the school learning or social environment, peer relationships and broader community. This can include, but is not limited to students, personnel, members of the community, or the school's reputation.

30. In consideration for using any MCS facility or technology, each student and his or her parent or legal guardian agrees not to sue and hereby releases, waives, discharges, holds harmless, indemnifies, and defends Mariners Christian School, as well as their respective employees, personnel, staff, volunteers, agents, directors, affiliates, and representatives, from any and all liability, losses, damages, claims, actions, and causes of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, relating in any way to the use of technology by an MCS student.

31. MCS reserves the right to determine, at our sole discretion, school jurisdiction and liability, as well as consequences for violations.

### **Specific iPad Authorized Use Policy**

32. Any viewing, sharing, or transmission of material containing inappropriate or explicit content, offensive language, derogatory rumors/gossip, or other content that do not comply with biblical and MCS standards is strictly prohibited.
33. Any iPad use, whether on or off campus, which could pose a risk of physical, emotional, or mental harm to anyone is prohibited. Additionally, use that could pose a risk of property loss is also prohibited.
34. There is no expectation of privacy rights in the use of iPads or technology. All activity using technology, including communications, internet history, or other uses, are subject to monitoring through web filtering, mobile device management, and other systems. MCS personnel may inspect and, if deemed necessary, confiscate any student's iPad, at any time, without prior notice.
35. Any attempt to connect to external internet connections while on the MCS campus is prohibited.
36. The use of the MCS issued iPad in hallways, restrooms, locker rooms, health office or other locations is strictly forbidden.
37. Only MCS issued Apple ID may be used. No personal or other Apple ID may be used on the MCS issued iPad.
38. iPads are the property of MCS and are not available for purchase.
39. Unless specific permission is granted through teacher assignment, taking photos or videos while at school is prohibited. This includes the use of personal devices and cameras before or after school.
40. Before using the iPad, MCS students must consider whether their electronic communications and other uses may be regarded as offensive, hurtful, or otherwise inappropriate by others.
41. Students are solely responsible for the care and safekeeping of the iPads. Reference the iPad Care and Use section of the Technology Handbook for details and expectations.
42. Any loss or damage to the iPad, regardless of the cause, will be the strict financial responsibility of the student. iPads that are lost, stolen or damaged beyond repair incur a replacement fee in addition to the non-refundable Technology Fee for the current year. Students must immediately report damage or loss, including theft, to the Tech Team in the digital learning center. MCS will not issue grades or transcripts, and will withhold graduation privileges from any student who fails to return an iPad and accessories to MCS at the

conclusion of enrollment or does not reimburse the school for any outstanding technology fines.

43. This iPad Authorized Use Policy applies to MCS students at all times, whether or not the students are on campus, as MCS students are school representatives at all times

**Based upon the ever-changing advancements of technology, Mariners Christian School reserves the right to update and change the Acceptable Use Policy at any time to keep in step with changes in culture or technology.**

**Continued use of technology at Mariners Christian School implies consent to such changes.**



BUILDING A FIRM FOUNDATION  
THROUGH CHRIST-CENTERED EDUCATION

**MCS: Learn Forward  
Technology Use Agreement  
Mariners Christian School Year 2020-2021 Grades 6-8**

**I understand that access to the Mariners Christian School network computers, iPad, and Internet is a privilege that is subject to following these rules:**

**1. Technology Use and Privacy: By signing, I acknowledge that I understand and agree:**

- Computers, iPads and other technology are educational tools designed for learning.
- Digital learning centers are for educational use only and permission must be granted for use.
- No food or drink is allowed in digital learning centers.
- I am responsible for any damage, repair or replacement of any MCS technology equipment including the MCS issued iPad. (See MCS iPad protection plan)
- Various account and login information/passwords are given solely to the individual student and must not be shared with any other students.
- I will not trespass, hack or login to another student or teacher's account.
- All technology use will be monitored and accessible to school personnel.
- Only MCS issued devices and technology are allowed to be used during school hours. Personal devices such as mobile phones, tablets or other devices, may not be used and must be turned off from bell to bell unless given special permission.
- Vandalism and misuse of equipment will not be tolerated.
- Installing or downloading anything found on the Internet, including software, MP3 or other non-educational files and pictures is prohibited unless specified as permissible outlined in the iPad Care and Support Agreement.
- I will follow the same classroom and technology guidelines on remote learning or video conferencing that are expected to be followed in the classroom

**2. Social Media and Digital Citizenship:**

**By signing, I acknowledge that I understand and agree:**

- Cyber bullying and harassment will not be tolerated. MCS has a zero tolerance policy for bullying or harassment.
- If I come across any communications that are inappropriate, I will notify school personnel immediately. If I become aware of any student participating in cyber bullying I will notify school personnel.
- Posting photos, videos or audio recordings taken at school or school events is prohibited.
- Unless specific permission is granted through teacher assignment, taking photos or videos while at school is prohibited. This includes the use of personal devices and cameras before or after school.
- Unauthorized photos or videos of students, teacher or any other member of the MCS community is an infringement on their privacy.
- MCS filtering and internet monitoring capabilities extend to use of any MCS technology whether at school or home.

### **3. Inappropriate Materials or Language:**

**By signing, I acknowledge that I understand and agree:**

- The use of profanity, offensive, or sexually explicit material and/or language shall not be accessed or used.
- I will not view, send, or access materials that do not comply with biblical and MCS standards. This includes, but is not limited to, materials I wouldn't show to my parents, teachers, or law enforcement.
- If suggestive, harassing, demeaning or belligerent communication is encountered, I will bring it to the attention of school personnel immediately. I will never respond or participate in such communication.

### **4. Consequences and Discipline**

**By signing, I understand:**

- MCS reserves the right to determine, at our sole discretion, the appropriate consequences in all disciplinary cases based upon the facts of each case.
- The progressive discipline policy as outlined in the Parent-Student Handbook.
- All guidelines and policies apply as long I am enrolled as a student at MCS.

**Acknowledgement that all policies have been read, understood and agreed to is provided at the beginning of the year as part of the Parent-Student Agreement. If at any time, there is a violation of these expectations, it is understood that consequences may result in the loss of technology privileges, suspension, and/or expulsion from MCS.**



BUILDING A FIRM FOUNDATION  
THROUGH CHRIST-CENTERED EDUCATION

**MCS: Learn Forward  
Technology Use Agreement  
Mariners Christian School Year 2020-2021 Grades TK - 5**

**I understand that access to the Mariners Christian School network computers, iPad, and Internet is a privilege that is subject to following these rules:**

**1. Technology Use and Privacy: By signing, I acknowledge that I understand and agree:**

- Computers, iPads and other technology are educational tools designed for learning.
- The Learning Commons is for educational use only and permission must be granted for use.
- No food or drink is allowed in Learning Commons.
- I am responsible for any MCS technology equipment including the MCS issued iPad. If something breaks or is not working, I will let my teacher know.
- Various account and login information/passwords are given solely to the individual student and must not be shared with any other students.
- I will not trespass, hack or login to another student or teacher's account.
- All technology use will be monitored and accessible to school personnel.
- Only MCS issued devices and technology are allowed to be used during school hours. Personal devices such as mobile phones, smartwatches, tablets or other devices, may not be used and must be turned off from bell to bell unless given special permission.
- Vandalism and misuse of equipment will not be tolerated.
- Installing or downloading of anything found on the Internet, including software, MP3 or other non-educational files and pictures is prohibited unless specified as permissible outlined in the iPad Care and Support Agreement.
- No Screenshots unless given permission to do so.
- I will follow the same classroom and technology guidelines on remote learning or video conferencing that are expected to be followed in the classroom

**2. Social Media and Digital Citizenship: By signing, I acknowledge that I understand and agree:**

- Cyberbullying will not be tolerated. MCS has a zero tolerance policy for bullying or harassment.
- If I come across any communications that are inappropriate, I will notify my teacher or admin immediately. If I become aware of any student participating in cyber bullying I will notify school personnel.
- Posting photos, videos or audio recordings taken at school is prohibited.
- Unless specific permission is granted through teacher assignment, taking photos or videos while at school is prohibited. This includes the use of personal devices and cameras before or after school.
- Unauthorized photos or videos of students, teacher or any other member of the MCS community is an infringement on their privacy.
- MCS filtering and internet monitoring capabilities extend to use of any MCS technology at school

**3. Inappropriate Materials or Language: By signing, I acknowledge that I understand and agree:**

- The use of inappropriate material and/or language shall not be accessed or used.
- I will not view, send, or access materials that do not comply with biblical and MCS standards. This includes, but is not limited to, materials I wouldn't show to my parents, teachers, or law enforcement.
- If questionable communication is encountered, I will bring it to the attention of school personnel immediately. I will never respond or participate in this type of communication.

**4. Consequences and Discipline: By signing, I understand:**

- MCS reserves the right to determine, at our sole discretion, the appropriate consequences in all disciplinary cases based upon the facts of each case.
- The progressive discipline policy as outlined in the Parent-Student Handbook.
- All guidelines and policies apply as long I am enrolled as a student at MCS.

**I have read and understand the above policies and expectations. In addition, I have read, understand and agree to the entirety of the MCS technology section in the Parent-Student Handbook. If at any time, there is a violation of these expectations, I understand that consequences may result in the loss of technology privileges, suspension, and/or expulsion from MCS.**



BUILDING A FIRM FOUNDATION  
THROUGH CHRIST-CENTERED EDUCATION

## **MCS: Learn Forward Technology Progressive Discipline Policy**

It is the expectation that use of all school technology and systems must be consistent with the educational objectives, established standards of proper conduct, and biblical mission of MCS. It is the responsibility of the user to ensure choices, behaviors and actions adhere to these expectations and are conducted in an intentional and thoughtful manner. In general, this requires appropriate, respectful, efficient, ethical, and legal utilization. The Technology Progressive Discipline Policy has been established to provide a clear accountability structure in the instance a violation occurs.

Prior to use of MCS technology resources, each student and parent/guardian must read the MCS: Learn Forward Technology Handbook in its entirety and sign the Technology Use Agreement. Doing so acknowledges complete understanding and acceptance of all expectations and standards when using technology whether **on or off campus**. Students will not be granted access to MCS technology including all labs, devices and networks without this acknowledgment.

Failure to fully comply with the policies set forth in the MCS: Learn Forward Technology Handbook will be subject to disciplinary measures including, but not limited to revoking of technology and device use privileges, detention, suspension, expulsion, or legal action. MCS reserves the right to determine, at our sole discretion, the appropriate consequences in all disciplinary cases.

When an infraction occurs, MCS is committed to communicating with the parents/guardians of the involved student(s). It is the expectation that parents/guardians will be fully involved, supportive, and accepting of discipline related decisions determined by MCS administration and personnel. Furthermore, it is the expectation that parents/guardians assume responsibility to implement and enforce the MCS: Learn Forward Technology Handbook expectations and policies for student use of technology off campus.

Disciplinary measures will be determined by the severity and frequency of the infraction in accordance with the MCS: Learn Forward Technology Handbook and Discipline Policy. In every instance of disciplinary action, parents/guardians will be notified by appropriate MCS personnel.

In the instance a violation occurs, MCS will institute the following disciplinary practices and consequences:

**Level 1:** Student shall receive a warning from the teacher and/or staff.

**Level 2:** Student shall receive a 30 or 60 minute detention, before, during or after school.

**Level 3:** Student shall conference with the appropriate administrator to determine appropriate technology use restrictions and/or loss of privileges.

**Level 4:** Parent and student shall conference with the appropriate administrator to establish behavior contract specific to technology use expectations, restrictions, and consequences.

Additional behavioral consequences:

- At any time a student can receive a suspension with the number of days appropriate to the severity of the infraction.
- Student shall be expelled from MCS in relation to the severity of the conduct.
- Administration reserves the right to determine the appropriate consequence according to the offense. Disciplinary action is not mandated to follow the level of progression.

Disciplinary practices will follow the progression outlined above, however major offenses will not follow the Technology Progressive Discipline Policy based upon the severity of the behavior as solely determined by MCS administration.

At any time, administration may require the student to complete a digital citizenship re-training. During this re-training, the student may have limited access to the MCS issued iPad but will be expected to complete all classwork and assignments. Upon completion of the re-training, the level of access to the MCS issued iPad will be reassessed and modified accordingly.

MCS reserves the right to determine, at our sole discretion, the appropriate consequences in all disciplinary cases based upon the facts of each case. Further, MCS will take into account previous disciplinary history when making all disciplinary decisions.



BUILDING A FIRM FOUNDATION  
THROUGH CHRIST-CENTERED EDUCATION

## **Middle School 2020-2021 MCS: Learn Forward**

### **Mariners Christian School iPad Care and Support**

The iPad always remains MCS property and is issued by MCS to the student. All users will follow these guidelines to ensure proper care of the device.

#### **Receiving the iPad:**

MCS iPads will only be issued upon the following:

- Submittal of the Technology Use Agreement
- Completion of Student Acceptable Use iPad Training

MCS iPads will remain on campus until the following occurs:

- Completion of MCS Digital Citizenship training
- Completion of Core App training
- Signing of the “MCS Digital Citizen Pledge”

In addition to the completion of the above, MCS will notify students and parents of the designated date on which incoming 6th grade students may take the MCS iPad home. Until that date, **MCS iPads may not leave the MCS campus for any reason.** Students who take the MCS iPad home before the designated date will be subject to disciplinary action and the parent/guardian will be required to immediately return the device to MCS within the same school day.

#### **General Care**

- Use caution when storing the iPad in a backpack or school bag of any kind as it can cause damage.
- Do not drop, toss, or throw the iPad at anytime.
- Use only a clean, soft cloth to clean the screen, no cleansers of any type.
- Do not expose iPads to extreme temperatures (i.e. left in a car, sun exposure).
- To prevent damage, carefully plug cords and cables into the iPad . Do not bend, fold or tightly wrap cords or cables.
- Never leave iPads in a car or any unsupervised area.
- Fully charge the iPad for each school day.
- Only use the MCS issued iPad charger and cable. Other chargers or cables, including iPhone chargers, may cause issues.
- Do not repair, alter, modify, or replace iPads at anytime.

- Do not install apps or software other than those included on the "MCS Authorized App List".
- All MCS specific iPad labeling, including barcode and serial number, must remain on the iPad and visible and may not be removed under any circumstances.
- MCS issued iPad comes with an MCS approved case. This case must remain on the iPad at all times and may not be switched out for another, non-MCS approved case.
- Damaged cases must be immediately reported to the Tech team for replacement.
- Keep the iPad (and charging cord) away from pets and younger siblings.

### **Screen Care**

The iPad screens can be damaged if treated improperly or handled roughly. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad when the case is closed.
- Do not place anything on the iPad that could put pressure on the screen.
- If placing the iPad in a backpack/bag, ensure it does not place pressure on the iPad (avoid "stuffing" iPad in full backpack).
- 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.
- Do not touch the tablet screen with anything other than an approved device. If you would like to use a stylus, only a stylus designed for an iPad may be used.

### **Using the iPad at School**

MCS iPads are intended for educational use at school every day. Students must be responsible to bring the fully charged iPad to school each day.

### **General Use**

Each MCS iPad is assigned to an individual who has sole responsibility for the proper care and use of the device. As such, the iPad must never be given to another person. To secure the device, a passcode must be set and entered to unlock the device. The passcode must be easy to remember and, under no circumstances, shared with another student. When not in use, lock the iPad to ensure it can't be accessed. Outside of class time and during PE, the iPad must be stored safely. During breaks, iPads may not be used outside but may be used under supervision in the DLC.

### **iPads Left at Home**

If an iPad is left at home, students remain responsible for completing all coursework within the school day as assigned. If a student repeatedly leaves the iPad at home, disciplinary action may apply.

## **Charging your iPad's Battery**

It is required that the student bring the iPad to school fully charged each day. Students need to charge the iPad each evening. A fully charged iPad should have enough battery life to complete a normal school day. Charging the iPad will not be allowed in classrooms or hallways.

## **Personalizing the iPad Case**

Students are permitted to design and personalize the **exterior** of the MCS issued iPad case according to the following guidelines:

- No personalization or design may be added to the iPad itself, but only to the exterior of the case. The inside of the case must be kept free of design to protect the iPad screen. Any markings on the iPad itself will result in required replacement of the device with the student and parent/guardian assuming full financial responsibility.
- Student personalization of the exterior of the iPad case must fall within standards of good taste and Christian decency as solely determined by MCS. Inappropriate design will result in disciplinary action and iPad case replacement at the cost of the student and parent/guardian.
- Personalization or design may not impact use or cause distraction to the learning environment or student(s).
- MCS barcode and serial number must be visible at all times.
- Student name must be included and visible.

## **Personalizing the Locked Screen and Home Screen Wallpaper**

Students are permitted to personalize the locked screen and home screen wallpapers of the MCS issued iPad. Student personalization must fall within standards of good taste and Christian decency as solely determined by MCS. Inappropriate personalization will result in disciplinary action.

## **Sound, Apps, and Games**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Only MCS approved apps will be allowed on the MCS issued iPad. Students will not be allowed to download unauthorized apps. All MCS provided apps must remain on the iPad at all times. Through the MCS mobile device management system, MCS is notified when student devices have downloaded unauthorized apps. If this occurs, students will be notified and given an opportunity to immediately remove the app from the device. If the app is not removed, MCS will lock the device and impose restrictions. Should a pattern of behavior occur, disciplinary action will be taken.

The MCS iPad is an educational tool and is not intended for personal use. As such, students may not download or play games on the iPad while on campus without permission.

Data Storage will be through apps on the iPad and emailed/saved to a server or cloud location (a.k.a. Google Docs).

- No games of any sort are allowed on the MCS issued iPad.
- No VPN access of any kind.
- No social media apps are allowed on the MCS issued iPad, which include: Facebook, Twitter, Instagram, Snapchat, Tumblr, etc.

## **Printing**

MCS encourages a paperless environment. Teachers will give instructions for submitting assignments. There are times when a student may need a printed copy. In these situations, students should print their assignment at home before coming to school. Printing from the MCS issued iPad will not be allowed on campus.

## **Home Internet Access**

Students are allowed to set up wireless networks on their iPad. This will assist them with iPad use while at home. Printing at home will require a wireless compatible printer and proper settings. Through our web filtering program at MCS, student actions on the MCS issued iPad will be monitored and filtered in the same manner as at MCS. This does not admonish parents from continuing to diligently monitor their child's online and web actions whether it be on the MCS issued iPad or other personal home devices. Students must still abide by all the rules and regulations of the iPad Care and Support and Acceptable Use Policy both on campus and off campus.

## **Managing Your Files & Saving Your Work**

### **Saving to the iPad**

MCS is a Google Apps for Education School. Students are assigned a google related email address providing access to Google Drive, a document storage program. In addition, all students will utilize Schoology, a learning management system. These two platforms will provide the avenues in which all assignments, projects and any other created work is completed, stored and submitted. All work that is backed up on these platforms can easily be restored if the MCS issued iPad crashes or needs repair.

## **Software on iPads**

### **Originally Installed Apps**

The Apps originally provided for students are to remain on the iPad in usable condition and be easily accessible at all times. From time to time, MCS may add apps for use in a particular course. These apps will be pushed out to the MCS issued iPad and the student should never be expected to download or purchase an app on their own. All apps are obtained through the MCS app store, not through the Apple App store.

## **Inspection**

Students should have no expectation of privacy regarding use of the MCS iPad. Students may be selected at random to provide their iPad for inspection. At this time, if any student is found with any inappropriate content including but not limited to pictures, videos, documents etc., appropriate disciplinary actions will be taken by the MCS Administration as outlined in the Technology Progressive Discipline Policy.

## **Software Upgrades**

iOS software updates regularly released by Apple, but may only be downloaded with Tech Team approval. Many times these initial updates have bugs and other issues that the Tech Team must resolve before the entire middle school upgrades to the software update. Updates for MCS approved apps will be automatically downloaded without the need for student authorization.

## **Protecting and Storing Your iPad**

### **Storing Your iPad**

It is preferred that the MCS issued iPad be carried at all times. Storing an iPad in a backpack is done so at the student's own risk. If storing an iPad in a backpack, careful placement is important. iPads can be damaged in backpacks especially if the backpacks are full. Never throw a backpack that contains an iPad. Never place an iPad in a book bag that contains food, liquids, heavy, or sharp objects.

When students are not using their iPads, they should be stored in their locker. Nothing should be placed on top of the iPad, when stored in the locker. Students must take the iPads home every day after school, whether needed or not. iPads should NOT be stored in a student's vehicle at school or home.

### **Unapproved iPad areas**

Under no circumstance should MCS issued iPads be in the PE locker rooms or restrooms. If an MCS issued iPad is seen in either location, they will be immediately confiscated and the student will meet with MCS administration. MCS issued iPads are not allowed outside during snack and lunch times as a safeguard against losing or damaging the iPad.

### **Damaged, Lost or Stolen iPads**

Immediately report any damage to the MCS issued iPad,chargers or cables to the Tech Team. The Tech Team will assess the damage and handle all repairs. A replacement iPad may be made available to the student while repair is conducted. The student is responsible for the cost of all repairs according to the guidelines in the MCS: Learn Forward Technology Handbook.

A lost or stolen iPad must be immediately reported to the Tech Team. The Tech Team will assist the student in tracking the iPad using monitoring tools in place at MCS.

The student is responsible for the cost of replacing a lost or stolen iPad according to the guidelines in the MCS Middle School iPad Protection Plan. All **found iPads** should be taken to the Middle School Tech Team.

## MCS iPad Technical Support

Located in the Middle School Digital Learning Center at the Tech Hub

### Tech Team:

- [Mrs. Rodriguez](#) - Education and Information Technology
- [Mr. Choi](#) - Information Technology
- [Mr. Rahm](#) - Digital Learning Coach
- [Mrs. Dogterom](#) - Digital Learning Coach

Need help? Create a help ticket at <http://marinerscs.org/helpdesk>

### **Hours\***

Monday -Friday | 7:50 a.m. - 3:30 p.m.

Middle School Nutrition and Lunch

**Students are only allowed in the DLC when a staff or faculty member is present.**

*\*Subject to change based on Tech Team projects*



BUILDING A FIRM FOUNDATION  
THROUGH CHRIST-CENTERED EDUCATION

## TK-5th Grade 2020-2021 MCS: Learn Forward Mariners Christian School iPad Care and Support

The iPad always remains MCS property and is issued by MCS to the student. Each MCS iPad is assigned to an individual who has the sole responsibility for the proper care and use of the device. MCS iPads are intended for educational use at school every day. All users will follow these guidelines to ensure proper care of the device:

### Before Receiving the iPad

MCS iPads will only be issued after the following has been completed:

1. Submittal of the signed Technology Use Agreement
2. Completion of Student iPad Use training

### General Care

1. MCS iPads may not leave the MCS campus for any reason, except for if remote learning occurs.
2. During breaks iPads may not be taken outside the classroom.
3. iPads are *only* to be used with MCS faculty supervision.
4. When your iPad is not in use, return it to the iPad station in your classroom and plug it in to be charged. You are responsible for making sure your iPad is charged and ready to go for class. This includes during class time, breaks, and before you leave for the day.
5. To prevent damage, *carefully* plug cords and cables into the iPad. Do not bend, fold or tightly wrap cords or cables.
6. Only use the MCS issued iPad charger and cable. Other chargers or cables, including iPhone chargers, may cause issues.
7. Never leave iPads in any unsupervised area i.e. the floor.
8. Be sure to keep iPad turtled (closed) unless in use.
9. Do not install apps or download anything to the iPad. You may only access the apps you need through the MCS Catalogue (Manager).
10. All MCS specific iPad labeling, including barcode and serial number, must remain on the iPad and visible and may not be removed under any circumstance.
11. MCS issued iPad comes with an MCS approved case. This case must remain on the iPad at all times and may not be switched out for another, non-MCS approved case.
12. No decorations, writing, stickers or markings are to be made on the iPad or case.
13. Students are not permitted to personalize the home screen wallpapers of the iPad.
14. Students may organize the apps but may not create folders on the iPad home screens.

## Screen Care

The iPad screens can be damaged if treated improperly or handled roughly. The screens are particularly sensitive to damage from excessive pressure on the screen.

1. Clean the screen with a soft, dry cloth or anti-static cloth, no cleansers of any type.
2. Do not lean on the top of the iPad when the case is closed.
3. Do not place anything near the iPad that could put pressure on the screen.
4. Do not place anything in the carrying case/backpack that will press against the cover.
5. Do not “bump” the iPad against desks, walls, floors, etc. as it will eventually break the screen.
6. Do not touch the tablet screen with anything other than your finger or an approved device.

## Sound, Music, Apps, and Games

1. Only MCS approved apps will be allowed on the MCS issued iPad. Students will not be allowed to download unauthorized apps. All MCS provided apps must remain on the iPad at all times. Through the MCS mobile device management system, MCS is notified when student devices have downloaded unauthorized apps. If this occurs, students will be notified and given an opportunity to immediately remove the app from the device. If the app is not removed, MCS will lock the device and impose restrictions. Should a pattern of behavior occur, disciplinary action will be taken.
2. The MCS iPad is an educational tool and is not intended for personal use. As such, students may not download or play games on the iPad without faculty permission.
3. Data Storage will be through apps on the iPad and emailed/saved to a server or cloud location (a.k.a. Google Docs).
4. No games of any sort are allowed on the MCS issued iPad.
5. No VPN access of any kind.
6. No social media apps are allowed on the MCS issued iPad, which include: Facebook, Twitter, Instagram, Snapchat, Tumblr, etc.

## Managing Your Files & Saving Your Work

### Saving Documents on the iPad

MCS is a *Google Apps for Education* school. Students are assigned a google related email address providing access to *Google Drive*, a document storage program. In addition, all students in TK - 2nd grade will utilize Seesaw and 3rd - 5th will utilize Schoology, both learning management systems. These two platforms will provide the avenues in which some assignments, projects and any other created work is completed, stored and submitted. All work that is backed up on these platforms can easily be restored if the MCS issued iPad crashes or needs repair.

## Software on iPads

### Originally Installed Apps

The Apps originally provided for students are to remain on the iPad in usable condition and be easily accessible at all times. From time to time, MCS may add apps for use in a particular subject area. These apps will be pushed out to the MCS issued iPad and the student should

never be expected to download or purchase an app on their own. All apps are obtained through the MCS app store, not through the Apple App store.

### **Inspection**

Students may be selected at random to provide their iPad for inspection. At this time, if any student is found with any inappropriate content including but not limited to pictures, videos, documents etc., appropriate disciplinary actions will be taken by the MCS Administration as outlined in the Technology Progressive Discipline Policy.

### **Software Upgrades**

iOS software updates regularly released by Apple, but may only be downloaded with Tech Team approval. Many times these initial updates have bugs and other issues that the Tech Team must resolve before upgrades are completed. Updates for MCS approved apps will be automatically downloaded without the need for student authorization.

### **Damaged, Lost or Stolen iPads**

Immediately report any damage to the MCS issued iPad, chargers or cables to your teacher. The Tech Team will assess the damage and arrange for repair. A replacement iPad may be made available to the student while repair is conducted. If a student is remote learning and damage occurs to the iPad, the student is responsible for the cost of all repairs according to the guidelines in the MCS: *Learn Forward Acceptable Use Policy*.

A lost or stolen iPad must be immediately reported to the Tech Team. The Tech Team will assist the student in tracking the iPad using monitoring tools in place at MCS.

If a student is remote learning, the student is responsible for the cost of replacing a lost or stolen iPad according to the guidelines in the MCS iPad Protection Plan. All **found iPads** should be taken to Mrs. Dogterom in the Elementary Learning Commons.

### **MCS iPad Technical Support**

Need help? Create a help ticket at <http://marinerscs.org/helpdesk> or email: [helpdesk@marinerscs.org](mailto:helpdesk@marinerscs.org)

#### **Elementary Learning Commons:**

- [Mrs. Dogterom](#)- Elementary Technology Teacher & Digital Learning Coach

#### **Middle School Digital Learning Center Tech Hub:**

- [Mrs. Rodriguez](#) - Education and Information Technology
- [Mr. Choi](#) - Information Technology
- [Mr. Rahm](#) - Middle School Digital Learning Coach



BUILDING A FIRM FOUNDATION  
THROUGH CHRIST-CENTERED EDUCATION

## **MCS: Learn Forward**

### **2020-21 MCS Middle School iPad Protection Plan**

All remote learning and middle school students will receive an MCS issued iPad. However, students and parents assume responsibility for device use as outlined in the MCS: Learn Forward Technology Handbook and for the proper care as outlined in iPad Care and Support.

While the device always remains the property of MCS, financial responsibility is assumed by the student and family through the nonrefundable, annual, Student Fees. Additional financial responsibility may be incurred as outlined in the MCS Middle School iPad Protection Plan.

The MCS Middle School iPad Protection Plan covers accidental damage to the MCS issued iPad as follows:

- **Incident #1 and #2:** \$50 deductible charged to MCS family account.
- **Incident #3 or more:** Full repair or replacement fees charged to MCS family account based upon cost incurred by MCS.
- Repeated incidents of damage may result in disciplinary action by MCS.
- Loss or damage to iPad cables, chargers and cases is not covered in the MCS Middle School iPad Protection Plan and full cost is the responsibility of the student and parent/guardian.

Damage, loss, theft, or repair issues relating to the MCS issued iPad must be immediately reported to the Tech Team in the DLC as outlined in MCS iPad Care and Support.

***Lost or stolen MCS issued iPads are not covered by the MCS Middle School Protection Plan. Parents assume full financial responsibility for replacement of MCS issued iPad. Other incidents or damage beyond this coverage will incur additional fees accordingly.***