



Duchesne Omaha 1881  
Academy of the Sacred Heart

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**MANUAL OF iPad  
PROGRAM  
POLICIES & PROCEDURES**

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# Manual of iPad Program Policies and Procedures

## Duchesne Academy of the Sacred Heart

### Duchesne Academy of the Sacred Heart Mission Statement

Duchesne Academy of the Sacred Heart, a Catholic college-preparatory high school for girls of all faiths and backgrounds, is a member of the Network of Sacred Heart Schools in the United States and Canada. The schools of the Sacred Heart Network share five goals which commit them to educate to:

#### **I. A personal and active faith in God.**

- Rooted in the love of Jesus Christ, the school promotes a personal relationship with God and fosters the spiritual lives of its members.
- The school seeks to form its students in the attitudes of the heart of Jesus expressed in respect, compassion, forgiveness and generosity.
- The entire school program explores one's relationship to God, to self, to others, and to all creation.
- Opening themselves to the transforming power of the Spirit of God, members of the school community engage in personal and communal prayer, reflection and action.
- The entire school program affirms that there is meaning and value in life and fosters a sense of hope in the individual and in the school community.
- The school fosters inter-religious acceptance and dialogue by educating to an understanding of and deep respect for the religions of the world.
- The school presents itself to the wider community as a Christ-centered institution and as an expression of the mission of the Society of the Sacred Heart.

#### **II. A deep respect for intellectual values.**

- The school develops and implements a curriculum based on the Goals and Criteria, educational research and ongoing evaluation.
- The school provides a rigorous education that incorporates all forms of critical thinking and inspires a life-long love of learning.
- The school program develops aesthetic values and the creative use of the imagination.
- The faculty utilizes a variety of teaching and learning strategies that recognizes the individual needs of the students.
- The school provides ongoing professional development for faculty and staff.
- Members of the school community model and teach ethical and respectful use of technology.

#### **III. A social awareness which impels to action.**

- The school educates to a critical consciousness that leads its total community to analyze and reflect on the values of society and to act for justice.
- The school offers all its members opportunities for direct service and advocacy and instills a life-long commitment to service.
- The school is linked in a reciprocal manner with ministries among people who are poor, marginalized and suffering from injustice.
- In our multicultural world, the school prepares and inspires students to be active, informed, and responsible citizens locally, nationally, and globally.
- The school teaches respect for creation and prepares students to be stewards of the earth's resources.

#### **IV. The building of community as a Christian value.**

- The school implements an ongoing plan for educating both adults and students in the heritage and mission of Sacred Heart education.
- The school promotes a safe and welcoming environment in which each person is valued, cared for and respected.
- Adult members of the school model and teach skills needed to build community and practice clear, direct and open communication.
- The school has programs that teach the principles of nonviolence, conflict resolution and peacemaking.
- The school makes deliberate effort to recruit students and employ faculty and staff of diverse races, ethnicities and backgrounds.
- The financial aid program effectively supports socioeconomic diversity.
- The school participates actively in the national and international networks of Sacred Heart schools.

**V. Personal growth in an atmosphere of wise freedom.**

- All members of the school community show respect, acceptance and concern for themselves and for others.
- School policies and practices promote self-discipline, responsible decision-making, and accountability.
- Students grow in self-knowledge and develop self-confidence as they learn to deal realistically with their gifts and limitations.
- School programs provide for recognizing, nurturing and exercising leadership in its many forms.
- The school provides opportunities for all members of the community to share their knowledge and gifts with others.
- All members of the school community take personal responsibility for balance in their lives and for their health and well-being.

**Duchesne Academy of the Sacred Heart Technology Mission Statement**

The technology mission of Duchesne Academy of the Sacred Heart is to nurture responsible and ethical technology practices and to promote the seamless integration of technology in all areas of the curriculum. By providing relevant technology and resources to all members of the Duchesne community, the core values should encompass:

- Encouraging critical thinking and development of 21st century technology skills
- Fostering global communication and collaboration through the Sacred Heart Network
- Developing a love of learning using a variety of technologies
- Promoting responsible digital citizenship through modeling of best practices
- Encouraging young women to consider careers in technology fields (science, technology, engineering and mathematics) where they are under-represented, and to develop the skills that will keep them competitive in an increasingly technology-oriented work force.
- Living Goal 5: Personal growth in an atmosphere of wise freedom

# **History and Rationale of the Duchesne Academy iPad Program**

Duchesne Academy's technology program began in the 2001-2002 school year and has gone through several device changes over the years. The Academy's current device, the iPad, was introduced during the 2011-2012 school year.

Studies<sup>1</sup> have shown that students who take notes by hand, either on paper or on an iPad, learn significantly more compared to students who type their notes on a laptop. With the iPad, Academy students have a digital hand-writing option, which allows them to complete lecture guides and homework in math, science, and language classes where a traditional laptop and keyboard is not adequate.

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<sup>1</sup> <https://redbooth.com/blog/handwriting-and-memory>

## **Current State of the Duchesne Academy iPad Program**

Freshmen students are required to take Freshman Seminar (Ethics, Plagiarism, and Search Engines) during the first quarter of their freshman year. This course is designed to educate students on principles of copyright, plagiarism, and Fair Use will also be discussed. Students will learn the essentials of device usage and maintenance, appropriate and ethical communications, and applications necessary for classroom work and full participation in courses taught by faculty at Duchesne.

Prior to the start of your daughter's freshman year, a letter will be sent to your home outlining the details of the iPad package. Payments are included in fees. Mr. Schlesiger will inventory your daughter's iPad and have it, as well as the other items included in the package, ready for distribution at the "Out-of-Box" Day event, which takes place the week before school starts in August. During this event, your daughter will walk through unboxing her iPad, turning it on, and configuring it for use at school (Private Wi-Fi, Email Setup, etc.).

The iPad "package" for each 2019-2020 freshman student is \$850. Below are the items included in the iPad package.

- Apple 9.7-inch iPad Wi-Fi 128GB
- 3-Year AppleCare+ Warranty for iPad
- Apple Pencil
- Duchesne-Approved Apps
- ZAGG Rugged Messenger for 9.7-inch iPad

THE 3-YEAR APPLECARE+ WARRANTY FOR IPAD COVERS TWO (2) REPLACEMENTS AS A RESULT OF "ACCIDENTAL DAMAGE". THE COST OF EACH REPLACEMENT IS \$49 PLUS TAX. ALSO, ANY REPAIRS REQUIRED THAT ARE NOT CONSIDERED ACCIDENTAL DAMAGE WILL BE THE RESPONSIBILITY OF THE PARENTS.

Student iPads are managed via a Mobile Device Management (MDM) solution called Mosyle. This learning management tool allows Duchesne's Technology Department and faculty body to maximize every teachable minute by ensuring students learn safely, stay focused, and remain engaged through

a personal learning experience with their iPads. Mosyle is Bluetooth-based, so once your daughter leaves a faculty member's classroom, the settings and restrictions enforced by the faculty member are removed. In addition, the Technology Department and faculty body are never able to view student iPads once they're out of Bluetooth range of the managing device.

Students must use the iPad selected by Duchesne's Technology Department, as this ensures that all students are using the same hardware and software. This standardization allows for the Technology Department to best serve the needs of your daughter throughout the school day. Your daughter is responsible for backing up her iPad regularly, being a responsible/ethical user, and reporting any problems she may have to the Director of Technology.

## **Replacement Process and Lost/Stolen iPad Policy for the Duchesne Academy iPad Program**

All students are required to have a working iPad. If your daughter's iPad incurs accidental damage, she will need to bring it to Duchesne's Director of Technology, Mr. Schlesiger. He will work directly with Apple to facilitate the replacement of the iPad. While your daughter's iPad is being replaced, the Academy will provide your daughter with a loaner iPad. The Academy can't guarantee the loaner iPad will be the same model your daughter has been issued.

Should your daughter lose her iPad or have her iPad stolen, she will need to see the Director of Technology so the two of them can call Apple to protect her iPad against any potential data breaches. Your daughter will also need to call the Omaha Police Department's Telephone Response Squad (TRS) at (402) 444-4877 and report her iPad as missing. In this event, it is the responsibility of the family to purchase a replacement iPad of the same model, as Apple's warranty doesn't offer replacement devices for lost or stolen iPads. The Academy does not provide long-term loaner iPads.

Should your daughter incur accidental damage to her iPad after her warranty has expired, she will need to see the Director of Technology and report the issue. In this event, it is the responsibility of the family to purchase a replacement iPad of the same model. The Academy does not provide long-term loaner iPads.