



St. Andrew Catholic School Acceptable Use Policy for iPads

St. Andrew Catholic School (SAS) assigns Apple iPads and accessories for SAS students in grades 6 - 8, virtual, and BRAVE at Home. These iPads will be issued with predetermined applications (apps) already installed.

SAS students and parents are required to review this document as well as sign the *Student iPad Usage Guidelines* agreement to protect the hardware and software inherent with this technology. SAS students are also required to sign the *Student Pledge for iPad Use*.

Technology resources at SAS are provided for the purpose of supporting the educational mission of the school. iPad program objectives include the promotion of educational excellence by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies including, but not limited to, those stated in the Parent-Student Handbook. It is understood that members of the SAS community will use all types of computing devices and the school's network in a responsible, ethical, and legal manner at all times.

SAS retains sole right of possession of the iPad and related equipment (accessories). The iPad and accessories will be issued to students according to the guidelines set forth in this document. SAS retains the right to collect and/or inspect the iPad at any time; and to alter, add, or delete installed software, hardware, or other content.

1. RECEIVING AND RETURNING iPADS

i. Receiving the iPad

iPads and accessories will be distributed at the beginning of the school year. Parents and students must read the Acceptable Use Policy for iPads, and sign and return the Student iPad Usage Guidelines and Pledge documents before the iPad can be issued to the student. iPad documents will be reviewed quarterly.

ii. Returning the iPad

iPads and accessories will be returned during the final week of school. Students who transfer, withdraw, or are expelled from SAS during the school year must surrender the iPad upon termination of enrollment. Incomplete grades will be given until all supplies are returned and/or all fines are satisfied.

iii. Check-in Fines

Loss, theft, or the failure to return the iPad and accessories may result in the need to file a theft report with the Police Department. If a student fails to return the iPad and/or accessories at the end of the school year or upon termination of enrollment at SAS, that student may be subject to criminal prosecution or civil liability at the sole discretion of the Administration. The student and/or his or her parent will also pay the replacement cost of the iPad and/or accessories. Furthermore, the student/parent will be responsible for any damage to the iPad and/or accessories. The student/parent will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad and/or accessories. In the event that it becomes necessary to initiate legal action to recover the cost associated with the loss or damage of an iPad and/or accessories, the student/parent will also be responsible for the court costs associated with such efforts, including reasonable attorney's fees.

2. TAKING CARE OF iPADS

Students are responsible for the general care of the school issued iPad and accessories. iPads and accessories that are broken or fail to work properly must be taken to the Main Office for an evaluation of the equipment.

i. General Precautions

- The iPad and accessories are school property and all users will follow this policy and the SAS Acceptable Use Policy for Technology.
- Cords and Cables must be inserted carefully into the iPad to prevent damage.
- iPads and accessories must remain free of any writing, drawing, stickers, or labels.
- iPads must never be left in extreme temperatures, an unlocked locker, unlocked car, school cubby, or any unsupervised area.
- Students may not personalize their iPads and accessories.

ii. Carrying iPads

The protective cases provided have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- iPads should always be within the protective iPad case when carried and when in use.
- Avoid placing too much pressure and/or weight (such as folders and workbooks) on the iPad screen.

iii. Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad when it is closed.

- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth. Do not use any cleaners of any type.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as that will eventually break the screen.

3. USING YOUR IPAD AT SCHOOL

iPads are intended for use at school each day. School messages, announcements, planners, calendars, and schedules may be accessed using the iPad in addition to teacher expectations for iPad use. Students must be responsible for bringing their iPad, **fully charged**, to all classes, unless specifically instructed not to do so by their teacher. Students are subject to SAS’s Code of Conduct.

i. iPads Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. Loaner iPads will not be available to students who forget to bring their iPad to school or failed to charge their iPad. Students are not allowed to call home for their iPad.

ii. iPad Undergoing Repair

Loaner iPads may be issued to students when their assigned iPad has been sent for repair.

iii. Charging Your iPad

iPads must be brought to school each day in a **fully charged** condition. Students need to charge their iPads each evening. Plug them into the charger before going to sleep at night. This should provide ample time for properly charging the iPad.

iv. Passwords and Passcodes

iPads will be password and passcode protected. During initial setup, each student will choose a password and a passcode which may not be changed by the student unless doing so directly with the Technology Coach.

v. Screensavers/Background Photos

A standard screensaver or background will be present on the iPad and may not be changed by the student.

vi. Photos

Photo/image storage on the iPad will be for school projects only. The iPad camera will be turned off except when needed for a class project. Cameras will always be on for

virtual and BRAVE at Home students. Storage of personal photos or downloaded images is not allowed.

vii. Sound, Music, Games, or Programs

Students may not download music from iTunes or any other music sharing site. Music is only allowed on the iPad if provided by the teacher for educational use. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Internet games not approved by a teacher are not allowed on the iPads. All software/apps must be school provided.

viii. Home Internet Access

Students are allowed to setup wireless networks on their iPads to assist them with iPad use while at home. Printing at home will require a wireless printer, proper settings on the iPad, and the correct app.

4. MANAGING YOUR FILES AND SAVING YOUR WORK

i. Saving Work

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Students will be able to access their documents at home and school by using Google Drive, Google Docs, and/or attaching documents to their email account. **iPad malfunctions are not an acceptable excuse for not submitting work.**

ii. Network Connectivity

SAS makes no guarantee that the school wireless network will be up and running 100% of the time.

5. SOFTWARE ON iPADS

i. Originally Installed Software

SAS will synchronize the iPads to contain the necessary apps for school work. Students will not synchronize the iPads or add apps through a home iTunes account. The software/apps originally installed by SAS must remain on the iPad in usable condition and be easily accessible at all times. The school may add or modify software applications for use in a particular course.

ii. Additional Software/iTunes

Students are not allowed to load extra software/apps on their iPads.

iii. Inspection

Students may be selected at random at any time to provide their iPads for inspection.

iv. Procedure for Re-Loading Software

If technical difficulties occur or illegal software (non SAS installed apps) is discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image. In this event, the student may lose the privilege of iPad use.

v. Software Upgrades

Upgraded versions of licensed software/apps are available from time to time. Students will be required to check in their iPads for periodic updates and syncing with the Technology Coach.

6. ACCEPTABLE USE

The use of SAS technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferrable or extendible by students to people or groups outside the school, and terminates when a student is no longer enrolled in the school.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions, named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and appropriate disciplinary action shall be applied. The SAS Code of Conduct shall be applied for student infractions.

Violations may result in disciplinary action up to and including suspension/expulsion. When applicable, law enforcement agencies may be involved.

i. Parent/Guardian Responsibilities

Talk to your children about values and the standards they should follow while using the internet, just as you do on the use of all media information sources such as television, telephones, movies, and radio.

ii. School Responsibilities

- Provide internet and email access to the students.
- Use reasonable efforts to block inappropriate content through the use of available industry standard firewalls and/or other technology. It is understood that SAS's undertaking to attempt to block such content does not constitute a guarantee of results.
- Provide data storage areas through Google Drive. These will be treated similar to school lockers. SAS reserves the right to review, monitor, and restrict information stored on or transmitted via SAS owned equipment and to investigate inappropriate use of resources.

- Provide staff guidance to aid students in doing research, and help assure student compliance of the Acceptable Use Policy.

iii. Students'/Parents' Responsibilities

- Use all technology resources in an appropriate manner so as to not damage school equipment. Damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the student's own negligence, errors, or omissions. Use of any information obtained via SAS's designated internet system is at your own risk. SAS specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Help SAS protect our computer system/device by contacting a teacher or administrator about any security problems that may be encountered.
- Monitor all activity on their account(s).
- Turn off and secure the iPad after finished with work to protect work and information. Charge the iPad nightly.
- Turn in a copy of any email or communication containing questionable subject matter or inappropriate or abusive language to the Main Office, Technology Coach, or teacher.
- Return the iPad and accessories to the Technology Coach at the end of each school year. Students who transfer, withdraw, are expelled, or terminate enrollment at SAS for any reason must return the SAS issued iPad and accessories on the date of termination. Failure to return devices and accessories in proper working condition will result in fees assessed.

iv. Strictly Prohibited Student Activities

- Illegal installation or transmission of copyrighted materials
- Signing in with a personal apple id or personal email address
- Any action that violates existing SAS policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling term papers, book reports, and other forms of student work
- Use of any messaging services
- Use or download of internet or computer games not approved by a teacher
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of iPad settings established by the school
- Downloading apps - specifically, but not limited to, any app that results in the "jailbreak" of the iPad
- Spamming - sending mass or inappropriate emails
- Gaining access to other students' account, files, and/or data

- Clearing internet browser history or using private browsing mode
- Use SAS's internet or email accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications
- Giving out personal information, for any reason, over the internet - this includes, but is not limited to, setting up internet accounts, including those necessary for social media, Amazon, Etsy, email, etc.
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior
- Vandalism - any malicious attempt to harm or destroy hardware, software, or data including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components
- Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients
- Bypassing the SAS web filter through a web proxy
- Use of another student's iPad
- Use of any other person's account, including but not limited to passwords

v. iPad Care

- Students will be held responsible for maintaining and keeping their individual iPads and/or accessories in good working order.
- iPad batteries must be charged and ready for school each day.
- Only labels or stickers approved by SAS may be applied to the iPad and/or accessories.
- iPad cases furnished by the school must be returned with only normal wear and no alterations to avoid paying a replacement fee.
- iPads and/or accessories that malfunction or are damaged must be reported to the Main Office, Technology Coach, or teacher. The school will be responsible for repairing iPads that malfunction. iPads and/or accessories that have been damaged from student misuse, neglect, or accidental damage will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to iPads and/or accessories that are damaged intentionally.
- iPads and/or accessories that are stolen must be reported immediately to the Main Office and the Police Department.

vi. Legal Propriety

- Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

- Plagiarism is a violation of the SAS Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited, and violators will be subject to the stated policies in the SAS Parent-Student Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action.

vii. Student Discipline

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps:

- 1st Offense - Student will check in and check out his/her iPad from the Technology Coach's Office daily for one week. The student will have use of the iPad only during the school day and will be prohibited from taking his/her iPad home.
- 2nd Offense - May result in loss of iPad privileges for a length of time determined by the Administration.

Notwithstanding any language contained herein to the contrary, the Administration retains the authority to deviate from the disciplinary procedure set forth herein in circumstances involving a serious violation of this policy and to implement instead any and all disciplinary measures provided in the Parent-Student Handbook.

7. PROTECTING AND STORING iPADS

i. iPad Identification

Student iPads and accessories will be labeled in the manner specified by the school. iPads can be identified in the following ways:

- Serial number
- SAS label
- Information at the bottom of the lock screen

ii. Storing iPads

- When students are not using their iPads, they should be kept at their desk or stored in a designated storage cubby in their homeroom.
- Nothing should be placed on top of the iPad when placed on desks or designated cubby. Students are encouraged to take their iPads home everyday after school regardless of whether or not they are needed.
- iPads should not be stored in a vehicle.
- If a student needs a secure place to store his/her iPad, he/she may check it in for storage with the Technology Coach.

iii. iPads Left in Unsupervised Areas

A student will be charged \$5.00 to retrieve their iPad that has been turned into the office due to not being supervised or being left at school after the school day.

- Under no circumstance should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, and hallways. Any iPad left in these areas is in danger of being stolen.
- If an iPad is found in an unsupervised area, it will be taken to the Main Office.
- If an iPad is found on school grounds or campus after the school day, it will be taken to the Main Office.

8. COST OF REPAIRS

Students/Parents will be held responsible for ALL damage to their iPads and/or accessories including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the students will pay for the full replacement cost. Lost items such as cases and cables will be charged the replacement cost.