



St. John Catholic School

iPad Information Policy and Usage Agreement

The integration of iPads into the classroom is very exciting and when utilized correctly, will create stimulating new opportunities for our students. Because of the relative freedom students have in acquiring media and content on their iPads, this document will serve as a contract between the school, student, and parent in order to ensure a safe and productive technological atmosphere. It will take a joint effort between the students, staff, and parents to ensure the success of this program.

Receiving & Returning

iPad Checkout

Upon return of this signed agreement, students will receive an iPad mini, iPad sync/charging cable, and charging block.

iPad Check-in

iPads and accessories will be returned prior to the end of the school year. If a student transfers out of the school, the iPad and accessories will be returned at the time of student withdraw. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment for any reason must immediately return their iPad and accessories.

Fines

If a student fails to return the iPad and or accessories when due, the student will pay the replacement cost of the iPad and accessories. Furthermore, the student will be responsible for any damage to the iPad and accessories.

iPad Care

Care of your iPad

The iPad and accessories are property of St. John Catholic School. The iPad is provided for the sole use of the student to which it is assigned. Do not loan out the iPad, charger/sync cable, or keyboard case to other individuals. All users are expected to follow these care guidelines. Students are responsible for the general care of the iPad and accessories they have been issued. iPads that are broken, damaged or fail to work properly must be taken to the Computer Lab for an evaluation.

General Care

- Use only a soft, lint-free microfiber cloth to clean the screen.
- Avoid getting moisture in openings.
- Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad.
- iPads must remain free of any writing, drawing, stickers, or labels that are not applied by SJCS.
- iPads must never be left in an unlocked locker, unlocked car, or unsupervised area.
- Excessive pressure on the iPad screen may cause damage.
- Avoid touching the screen with anything other than your finger or a proper stylus.
- Wrap the charge/sync cable carefully when not used.
- iPad should not be near food and drink.
- Keep your iPad out of extreme temperatures.
- Keep your iPad off the floor where it could be stepped on or tripped over.
- Do not bump or drop the iPad against hard surfaces.
- Do not disassemble or attempt to do any physical repairs to the iPad.
- Do not attempt to break any security protocols placed on the iPads at anytime.

iPad at school

iPads are intended for use at school each day. Students should bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

iPads left at home

If students leave their iPad at home, they are responsible for getting the coursework completed as if they had their iPad present. If a student repeatedly leaves his or her iPad at home, he or she will be subject to appropriate disciplinary action. Students may also face restrictions or loss of iPad privileges.

iPad undergoing repair

Loaner iPads may be issued to students whose machine is being repaired. All loaner iPads will be loaned out through the Computer Lab.

Charging your iPad's battery

iPads should be charged to full capacity each day before they are brought to school. This is a required expectation. Repeated violations will result in appropriate disciplinary action. Visit <http://www.apple.com/batteries/ipad.html> for Apple's recommended battery care.

General Usage

Instructional use

You are responsible to bring your iPad to school every day. If you do not have it, you must complete all work as if it were present. Limited loaner iPads are only available for iPads undergoing repair. Students will face disciplinary consequences for forgotten iPads. Bring your iPad to school fully charged every day. It is your responsibility to have sufficient battery life for your expected use while at school. Limited access to a charging station will be available in designated areas. Updates to Apps and the iPad software are released periodically. It is your responsibility to keep your device updated and synced prior to class.

Inspection

Students will be selected at random to provide their iPad for inspection. iPad use and contents may be monitored remotely. Do not use the issued iPad for non-academic purposes during school hours (games, downloads, chat rooms, instant messaging, viewing websites not related to the assignment, etc.) without teacher permission. This will be part of your digital citizenship and digital responsibilities. It is important to manage digital diversions.

Originally installed software

The apps and operating system originally installed by SJCS must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add additional apps and OS upgrades. Periodic checks of iPads will be made by administrators to ensure that students have not removed required apps or installed inappropriate material.

Procedure for re-loading software

If technical difficulties occur, the iPad should be restored from a backup stored in the iCloud by the student or will be re-set to factory settings in the event a backup is not available. The school does not accept responsibility for the loss of any apps or documents deleted due to the necessity of a re-format and/or re-image.

Software upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates and syncing. SJCS will notify students on how to update apps should updates be necessary.

Technology support

Technology support for iPads will be available during the normal school day between the hours of 8:00 a.m. and 3:30 p.m., Mon-Fri. After hours support may be available upon request.

Acceptable Use

iTunes

Each student will need to have a personal iTunes account. The iTunes account will be the conduit through which apps are downloaded.

Volume

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Music

Appropriate music is allowed on the iPad only with teacher permission. Ear buds/headphones use will only be permitted on an as needed basis.

Printing

Printing services will be available on campus.

Screensavers/Backgrounds

Students will have the ability to customize their iPad (screen background). Appropriate media will be used. You may personalize your lock screen and home screen with appropriate media. The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols or pictures, or anything deemed inappropriate by faculty and staff are not permitted.

Passcode

You are required to pass code protect your iPad and keep the pass code confidential. The passcode must be provided if requested by a school staff member at any time to access the iPad.

Personal Apps

Students may install appropriate personal apps on their iPad via their personal iTunes account. If storage space becomes an issue on student iPads, student music, photos and apps will need to be deleted. All apps must be in accordance with the personal iTunes account and in compliance with the legal license agreements. The school will not be held liable for any personal apps or other downloads that are purchased and or installed on an iPad. If illegal software/apps or inappropriate content is discovered, the iPad will be reset to factory defaults. The school does not accept responsibility for the loss of any software or documents deleted due to a reset.

Saving to the iPad

Limited storage space will be available on the iPad. Data will NOT be backed up in the event an iPad has to be re-imaged or restored to factory settings. It is recommended students regularly back up data to the cloud storage provided by Apple. Syncing your device and/or backing up your device regularly will allow the restoration of all data. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Generally, iPad malfunctions are not an acceptable excuse for not submitting work. With the availability of the Cloud storage or within each particular app or programs, it is still the student's responsibility to ensure that the work is not lost. Do not expect that files stored on your iPad will be private. School staff members may review your files and communications at any time to ensure you are using the iPad appropriately. Students are responsible for the appropriateness of all files, data, and Internet history on your iPad. Do not take photos or video of other students or staff without their permission. The possessing, forwarding, or uploading of photos or videos to any website, network storage area, social network or person is strictly forbidden. Do not access another individual's materials, information, or files without permission.

Additional Information

The use of the SJCS's technology resources is a privilege, not a right. The privilege of using the technology resources provided by SJCS is not transferable or extendible by students to other people or groups (such as siblings) 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, or any other SJCS policy, privileges may be terminated, access to school technology resources may be denied, and appropriate disciplinary action shall be applied. SJCS's Student Code of Conduct shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

School responsibilities

SJCS staff will provide Internet and e-mail access to its students. We will also provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy. The school will be responsible handling the coordination of iPad repair in the event a repair or replacement is needed. (All costs not covered by the warranty will be the responsibility of the Parent/Guardian.)

Parent/Guardian responsibilities

Talk to your children about values and standards that they should follow for the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies and radio. Parents will need to establish ground rules for iPad use outside of the school day. Devices will not have Internet filtering. Parent/Guardian will be responsible for the entire cost of repairs to iPads that are damaged unintentionally, intentionally, stolen, lost or in need of replacement or repair not covered by warranty. An iPad that is stolen must be reported immediately to school administration. The administration, technology department and the Police will conduct a full investigation.

Student responsibilities

Students are responsible for keeping their iPad battery charged for school each day. They must monitor pictures, video, and audio recordings on their iPad to ensure they are being utilized in an appropriate manner. Students must use iPads in a responsible and ethical manner, Obey general school rules concerning behavior and communication that applies to iPad/computer use and use all technology resources in an appropriate manner so as to not damage school equipment. Students are expected to contact an administrator about any security problems they may encounter. Students must monitor all activity on their account(s) and notify a school faculty member or administrator in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable. If an iPad malfunctions or is damaged it must be reported to a school administrator right away.

Student activities strictly prohibited

- **Illegal installation or transmission of copyrighted materials.**
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Inappropriately utilizing photos, video, and/or audio recordings of any person.
- Changing iPad settings in an effort to circumvent the filtering system.
- **Downloading inappropriate apps.**
- Spamming or sending inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Vandalism to your iPad or another student's iPad.

iPad identification

Student iPads will be labeled in the manner specified by the school. iPads can be identified based on serial number. Do not remove your iPad's identifying labels or markings.

Storing your iPad

Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. If a parent or guardian wishes, their student may leave their iPad in the computer lab once the Technology Coordinator checks it in.

iPads left in unsupervised areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, commons area, the lunch tables, computer lab, library, unlocked classrooms, gym, and hallways. Any iPad left in these areas is in danger of being lost, stolen, or damaged. If an iPad is found in an unsupervised area, it will be taken to the office.

REPAIRING OR REPLACING YOUR IPAD/COST OF REPAIRS

SJCS recognizes that with the implementation of the iPad initiative there is a need to protect the investment by both the school and the student/parent. Therefore, we have set the following guidelines in place.

Damage/Loss

Take your iPad to the computer lab if you experience any technical problems. If it cannot be fixed at that time, a loaner iPad may be issued to you if available. All iPad policy agreements remain in effect for the loaner iPad. If your iPad is stolen or damaged by another party, please report it to the office immediately. The school and/or Police will investigate your claim further. **Any damage, accidental or intentional, causing the iPad or accessories to be unusable or require repair will be subject to a replacement/repair fee of up to \$400.** Parent/Guardian will be liable for entire replacement cost of the device and accessories.

Accidental damage insurance

Students will be responsible for caring for their devices and will be expected to return them at the end of the year in good working condition. Depending on your personal homeowner's insurance policy, you may be able to add the device to your policy at a minimal cost. Students or parents may wish to carry their own personal insurance to protect the iPad in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the iPad computer.

Intentional damage

Students and parents will be held responsible for ALL (full payment) intentional damage to iPads 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 student and/or parent/guardian will pay for full replacement value. (up to \$400). Lost items such as chargers and cables will be charged the retail replacement cost.

Warranty repairs

Any electronic malfunction or defect will be covered under warranty at no cost to the student or parent/guardian.

Vandalism and theft

In cases of theft, vandalism and other criminal acts, the student or parent **MUST** file a police report.

STUDENT PLEDGE FOR IPAD USE

I will take appropriate care of my iPad.

1. I will never leave the iPad unattended.
2. I will never loan out my iPad to other individuals.
3. I will know where my iPad is at all times.
4. I will charge my iPad completely before the beginning of the school day.
5. I will keep food and beverages away from my iPad.
6. I will not disassemble, attempt any repairs, or jailbreak my iPad.
7. I will protect my iPad by keeping it in the protective case.
8. I will use my iPad in ways that are appropriate, meet SJCS expectations, and are educational in nature.
9. I will not deface or place decorations (such as stickers, markers, etc.) on the iPad.
I will not deface the serial number.
10. I understand that my iPad is subject to inspection at any time without notice and remains the property of SJCS.
11. I will follow the policies outlined in this document at all times.
12. I will file a police report in case of theft, vandalism, or loss.
13. I will be responsible for all damage or loss caused by neglect or abuse.
14. I agree to return the iPad and accessories in good working condition.
15. I will not utilize unauthorized photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.
16. I will put a security code on my iPad.
17. I realize that a school official can request my security code on my device, at any time.

I agree to the stipulations set forth in the St. John Catholic School iPad Information Policy and Usage Agreement; the SJCS Telecommunications Responsible Use Policy; and the Student Pledge for iPad Use. I agree to immediately return the iPad and accessories in good working condition upon request or withdrawal from the school district. I assume full responsibility of my issued iPad. I acknowledge that this handbook is to be used as a guide to both acceptable and prohibited behavior of this technology.

Grade: _____ Date: _____

Student Name (Please Print): _____

Student Signature: _____

Parent/Guardian Agreement

1. I will be responsible, both physically and financially for the iPad.
2. I acknowledge that my student and I are to follow the SJCS Telecommunications Responsible Use Policy & St. John Catholic School iPad Information Policy and Usage Agreement and that a violation of these guidelines could result in my child facing disciplinary action.
3. I will be responsible for monitoring my child at all times while the iPad is at home or in my presence.
4. I acknowledge that fraudulent reporting of theft will be turned over to the police and insurance company for prosecution.
5. I agree to immediately return the iPad and accessories in good working condition upon withdrawal from the school district.
6. I acknowledge that this handbook is to be used as a guide and does not attempt to address every required or prohibited behavior by its users.

Student's Name: _____

Student's Grade: _____

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____

Date: _____