

ST. HILARY SCHOOL
iPAD/ CHROMEBOOK ACCEPTABLE USE POLICY

CIRCLE GRADE: 6 7 8

PRINT:

Last Name:

First Name:

Student Mobile Device Acceptable Use Policy Agreement

I. Introduction

This mobile device Acceptable Use Policy is intended to promote responsible use and protect students and the school from liability resulting from any misuse of the school-issued iPad or Chromebook. Technology, on or off-campus, must be used in accordance with the mission and philosophy of St. Hilary School as well as the Acceptable Use Policy for Technology as stated in the *St. Hilary School Family Handbook*. Teachers may set additional requirements for use in their respective classes.

The iPad and Chromebook remain the property of St. Hilary School at all times. Therefore, there is no assumption of privacy. The use of these mobile devices will be monitored at school and at home. St. Hilary School reserves the right to inspect student iPads or Chromebooks at any time during the school year **with or without advance notice**. Each device will also be managed through a Mobile Device Management System and Web Filtering component. These systems are used to ensure appropriate usage of each student device through a present configuration determined by the St. Hilary Administration. Misuse of the iPad or Chromebook may result in disciplinary action up to and including suspension and expulsion.

Above all, the 1:1 program at St. Hilary School is an academic program, and the policies governing the use of the iPad and Chromebook support its academic use. To maintain the integrity of the program, all students and parents/guardians must acknowledge and agree to the following conditions of use:

II. iPad/ Chromebook Distribution and Care

1. The iPads and Chromebooks issued to students are the property of St. Hilary School and are made available to students as learning tools.
2. Students will be issued their iPad or Chromebook with case (where appropriate) and charger at the beginning of the school year. Every device along with their appropriate case and chargers/power cords are to be returned in good condition at the end of each academic year for updates and routine maintenance or earlier if the student no longer attends St. Hilary School.
3. Students are responsible for knowing how to properly operate and protect the iPads and Chromebooks. This includes not leaving their device in a location where it can be damaged by cold, heat, or moisture, keeping the device away from food and beverages, and cleaning the device.

Cleaning iPad Devices

- To clean your iPad screen, never use any type of cleaning solvent such as Windex or similar chemical products. If necessary, lightly dampen a lint free scratch resistant cloth (microfiber is best) to clean your iPad screen, and wipe in gentle strokes.

Cleaning Chromebook Devices

- To clean your Chromebook, no type of cleaning solvent containing ammonia, alcohol, etc... should be used. A particular cleaning solution made up of water and vinegar is the only thing permitted. If you feel that your Chromebook needs this type of attention, please see Mrs. Heuer or Mrs. Weber on the tech team for this cleaning solution.

4. Students/parents/guardians are solely responsible for the care and security of student iPads and Chromebooks. iPads and Chromebooks must never be left in an unlocked car or any unsupervised area.
5. **For 7th & 8th Grade (iPad Airt):** If an iPad is damaged or malfunctions, **the student must notify his/her**

- homeroom teacher and then take the iPad to Mrs. Heuer as soon as possible for evaluation.** If the issue cannot be resolved by the tech department, it will be handled per the selected insurance agreement for the iPad (see insurance section). If a student damages the iPad (outside of reasonable wear and tear), the student/parents/guardians are responsible for the expense of repairing or replacing the device. **The replacement cost for the iPad is \$250.** The student is never to disassemble or attempt to repair the iPad.
- 6. For 6th Grade (Chromebook):** If a Chromebook is damaged or malfunctions, **the student must notify his/her homeroom teacher and then take the Chromebook to Mrs. Heuer as soon as possible for evaluation.** If the issue cannot be resolved by the tech department, it will be handled per the selected insurance agreement for the Chromebook (see insurance section). If a student damages the Chromebook (outside of reasonable wear and tear), the student/parents/guardians are responsible for the expense of repairing or replacing the device. The **replacement cost** for a Chromebook is \$160 **(w/o case)** \$190 **(w/ case)**. The student is never to disassemble or attempt to repair the Chromebook.
7. If the iPad or Chromebook is lost or stolen, the student must report the incident to the Principal's Office as soon as possible. In the case of iPad theft, the student must report the theft to the office immediately, and follow action through the insurance policy. In the case of Chromebook theft, a police report should be filed, and students/parents are responsible for replacing the cost of the Chromebook at \$160 (w/o case) \$190 (w/ case).
8. Students/parents/guardians are not permitted to repair, alter, modify or replace iPad or Chromebooks without express authorization from St. Hilary School. Under no circumstance will St. Hilary School replace or repair a student iPad or Chromebook without the required payment from the student/parent.
9. iPads and Chromebooks must remain free of any writing, drawing, stickers or labels that are not the property of St. Hilary School. iPads and Chromebooks may not be permanently altered in any way.

III. General Expectations

1. Students are responsible for understanding and adhering to all Acceptable Use Policy for Technology regulations from the *St. Hilary Family Handbook* relating to the use of technology, in addition to this Mobile Device Agreement, both at school and at home, at all times.
2. Students may not remove or circumvent the management system installed on the mobile devices. This includes removing restrictions or "jailbreaking" (process of removing limitations set by the IOS system) the device. These restrictions include any attempt to bypass security profiles set-up through the school MDM and/or Web Content Filtering systems, deleting/altering apps or settings already installed on the device, or logging into the device using any form of ID or password not provided by the school.
3. Students may only connect to the Internet via the wireless network provided by St. Hilary School while on campus.
4. Students are permitted to take the mobile devices home. However, students are expected to have their mobile device fully charged at school each day.
5. Parents are expected to provide additional monitoring and enforcement of the **Student Mobile Device Acceptable Use Policy Agreement** when the iPads and Chromebooks are taken home or are used off-campus.
6. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
7. iPads and Chromebooks must always be within a protective case when carried. iPads and Chromebooks are never to be placed in a bookbag (except for iPads being placed in a padded technology pocket) or on the floor. **(The school will provide carrying cases for Grade 6 Chromebooks. For Grade 7, iPads will be redistributed with a used case, and for Grade 8, iPads will be redistributed with the Zagg protective cases originally given to the student. Both 7th and 8th grade students have the option to purchase their own cases to be used during the 2018 - 2019 school year. These student purchased cases must be a school - approved case, having a keyboard, and protective backing that locks the iPad into the case on all four corners).**
8. Cases provided by the school for the mobile devices should in no way be exchanged with another student or defaced by the student. This includes removal of the identification label that should match up with the ID number on the iPad or Chromebook. Like the devices, these cases are property of the school, and must be returned with its device at the end of the year. If cases are damaged beyond reasonable wear and tear, 7th & 8th graders are responsible for purchasing one of the school-approved cases. The 6th graders are given a Chromebook carrying case, and per this agreement the student/guardian will be responsible for the replacement cost of \$100 for the case.
8. iPads and Chromebooks used by students must bear the student's username. No other name is acceptable. Students may not remove or alter the "asset tag" located on the iPad. The "find my iPhone/iPad" function must

be on at all times on iPads. Students will not remove or deface the serial number on any iPad or Chromebook, whether his/hers or not.

9. Students are only permitted to be on their device during normal class period times. Students should not take their devices into the lunch room while eating lunch, or have them out in the multi-purpose room prior to the homeroom bell in the morning.

10. This mobile device acceptable use policy applies to St. Hilary School students at all times, whether the device is his/hers or not, and whether or not students are on campus, as St. Hilary School students are always representatives of St. Hilary School.

IV. Apps, Files, Etc.

1. Students are expected to back up all educational work on the iPad and Chromebook. St. Hilary School does not take responsibility for any lost data.

2. Students are discouraged from printing materials on campus. Printers are available in the library for limited student use as directed by a teacher or librarians. Readers, worksheets, and other academic materials are available digitally on each device for study and reference.

3. During the school day, earphones may be used only with the permission from the teacher.

4. Educational Apps will be provided by the school. The software/Apps originally installed by St. Hilary School must remain on the iPad or Chromebook in usable condition and be easily accessible at all times. The school may add software applications throughout the year.

5. Students are not permitted to add any Apps or personal data (i.e. photos, movies, video, or other personal entertainment) to the devices, unless assigned by the classroom teacher.

6. Certain assignments may require the use or download of music files and apps. Students may access items under the supervision of their teacher. Music may be stored on the devices, but it must contain appropriate ratings and adhere to the mission and philosophy of St. Hilary School.

7. As stated in the Acceptable Use Policy for Technology, students must refrain from using social media, gaming or blogging websites on the school-issued iPads and Chromebooks. Students should not receive pop-up or email notifications from Facebook or other social networking/entertainment sites or apps on the school-issued devices.

8. The camera may be used only when assigned by a teacher for educational purposes. When assigned, students may not distribute, publish, post, email, or share images and/or videos of students, St. Hilary School personnel or the campus (beyond the scope of the assignment.) Photos or video taken with the devices for academic assignments must conform to the mission and philosophy of St. Hilary School.

V. Prohibited Use

Students/Parents/Guardians shall not:

1. Leave the iPad or Chromebook unattended on the campus or be unaware of its location.

2. Throw the iPads or Chromebooks or otherwise handle them carelessly.

3. Exchange iPads or Chromebooks with another student.

4. Allow other students to retain or remove the iPad or Chromebook from their presence.

5. Copy certain Internet materials or reproduce or transmit materials without the permission of the author or other right-holder.

6. Plagiarize academic materials. It is the student's responsibility to respect and adhere to all copyright, trademark and other intellectual rights and trade secrets laws.

7. Use the iPad or Chromebook for any action that violates existing school rules or public law.

8. Use inappropriate language, create, access or distribute, or encourage others to create, access or distribute, offensive, profane, bullying/threatening, pornographic, obscene, rumors/gossip, sexually explicit or other content that is discourteous or abusive, harmful to other persons, not aligned with the school's mission and philosophy, or prohibited by law, when using e-mails, journals, wikis, blogs, or any other forms of communication.

9. Use chat rooms or messaging services not authorized by the teacher for academic use.

10. Access sites selling term papers, book reports, and other forms of student work.

11. Spam: send mass or inappropriate emails.

12. Gain access to other students' accounts, files, and/or data.

13. Use the school's Internet/e-mail accounts for financial or commercial gain or for any illegal activity.

14. Bypass the St. Hilary School web filter through a web proxy.

15. Share passwords, addresses, or other personal information on the Internet without the authorization of a

parent or school representative.

16. Use or possess hacking software.

17. Mark, destroy, or decorate a school provided iPad or Chromebook case.

VI. Hold Harmless and Indemnification

In consideration for receiving the iPad or Chromebook from St. Hilary School, the student and his/her parent or legal guardian agrees not to sue and hereby releases, waives, discharges, holds harmless, indemnifies, and defends **St. Hilary Parish/School, the Pastor/Ecclesiastical Liaison, employees, the Roman Catholic Diocese of Cleveland, the Bishop of the Roman Catholic Diocese of Cleveland, the Office of Catholic Education, and all their agents, successors and assigns** 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 the iPad or Chromebook furnished by St. Hilary School to the student.

USER AGREEMENT / PARENT PERMISSION FORM

Both Signatures Required

Student Signature Section:

- I have read the terms and conditions of the Student Mobile Device Acceptable Use Policy.
- I understand that technological resources are provided for educational purposes only, and I will use my iPad/ Chromebook only for appropriate, educational purposes, in accordance with school policies.
- I understand that my iPad/Chromebook is the property of St. Hilary School, is loaned to me for educational use, and is subject to inspection at any time without notice.
- I agree to abide by the terms and conditions stated in the Student Mobile Device Acceptable Use Policy. Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property. I understand that consequences may include revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and possible legal action.
- If I fail to comply with the above expectations, I understand that consequences may be issued at the discretion of the teachers and the administration, and that a stricter consequence may be issued based upon the severity of the infraction, as follows:

1st offense: student receives verbal warning

2nd offense: student serves lunch-time detention

3rd offense: student serves after-school detention and loses iPad/Chromebook for one week

4th offense: student serves after-school detention and leaves iPad/Chromebook at school for the remainder of the year

5th offense: student and parent meet with teacher and administration; student loses all iPad/Chromebook privileges and is responsible for finding another way to complete assignments and assessments involving the iPad or Chromebook

User Name _____

(print)

User Signature _____ Date _____

Grade _____ Homeroom _____

Parent/Guardian Signature Section:

As the parent or legal guardian of the student signing above, I have read this Student Mobile Device Acceptable Use Policy and grant permission for my child to access St. Hilary School's information technology resources. I understand that my child will be held liable for violations of this agreement and that my child and I will be responsible for all damage or loss caused to the iPad or Chromebook as a result of neglect or abuse. I understand that St. Hilary School's information technology resources are intended for educational purposes. I also understand that St. Hilary School may not be able to restrict access to all controversial materials, and I will not hold St. Hilary School responsible for materials acquired on the network.

Parent/Guardian Name _____ Date _____
(print)

Parent/Guardian Signature _____

Mobile Device Insurance

6th Gr. Chromebook Coverage:

Saint Hilary School has chosen Tech Defenders for insurance coverage on school issued Chromebooks distributed to students in the 6th grade. With coverage through Tech Defenders, each Chromebook will be issued with a protective case. At a cost of \$30, the Chromebook will be covered for **one school year**, with a \$0 deductible for unlimited claims. Below are more coverage details. **NOTE: Although protective cases will be issued with the Chromebooks, the cases themselves are NOT covered under this insurance. Therefore, students are advised to always adhere to proper handling of the Chromebook cases.**

Covered: Accidental damage & handling, mechanical breakdown, liquid damage, & electrical failures.

Not Covered: Cosmetic damage, intentional damage, viruses, theft, misplacement, or the charging cords.

TechDefenders Insurance: \$30 (cost for 1-yr. of coverage) Deductible: \$0

****Please submit insurance payment with the signed AUP prior to receiving your Chromebook. Checks should be made payable to St. Hilary School.****

7th Gr. iPad Coverage:

Saint Hilary School has chosen Worth Ave. for insurance coverage on school issued iPads distributed to students in the 7th grade. At a cost of \$27, the iPad will be covered for **one school year**, with a \$0 deductible for unlimited claims. Below are more coverage details.

Covered: Accidental damage (cracked screens/ liquid spills), liquid submersion, theft, fire/flood damage, vandalism, natural disasters, and power surge due to lightning.

Worth Ave Insurance: \$27 (cost for 1-yr. of coverage) Deductible: \$0

****Please submit insurance payment with the signed AUP prior to receiving your iPad. Checks should be made payable to St. Hilary School.****

8th Gr. iPad Coverage:

This is the final year for AppleCare+ coverage on school issued iPad Air models distributed to students in 2016. Coverage through AppleCare+ will protect iPad Airs against Accidental Damage from Handling (ADH) for up to two service events within the coverage period. A \$49 + tax service fee will be charged at the time for each service at the cost of the user. Additionally, AppleCare+ will cover hardware service (not resulting from ADH) for valid claims submitted for defects or issues in workmanship, or if the capacity of the battery to hold a charge has depleted 50% or more from its original settings.

Covered: Accidental damage (unexpected or unintentional events).

Not Covered: Damage from misuses, theft, misplacement, external causes, dents/ scratches cause by age or normal wear, etc...

****Only new 8th graders have to pay this amount. All others are covered from previous payment.****

AppleCare Insurance: \$30 (cost for 1-yr. of coverage) Deductible: \$49.99

****Please submit insurance payment with the signed AUP prior to receiving your iPad. Checks should be made payable to St. Hilary School.****