

ST. HILARY SCHOOL
iPAD ACCEPTABLE USE POLICY

CIRCLE GRADE: 6 7 8

PRINT:

Last Name: _____ **First Name:** _____

Student iPad Acceptable Use Policy Agreement

I. Introduction

This iPad 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. 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 remains the property of St. Hilary School at all times. Therefore, there is no assumption of privacy. The use of the iPad will be monitored at school and at home. St. Hilary School reserves the right to inspect student iPads at any time during the school year **with or without advance notice**. Each iPad will also be managed through the school's Mobile Device Management System. This system is used to ensure appropriate usage of each student device through a present configuration determined St. Hilary Administration. Misuse of the iPad may result in disciplinary action up to and including suspension and expulsion.

If a family opts out of the 1:1 iPad Program, meaning they do not wish for their child to receive a school issued iPad for individual use during the school year, a Student iPad Acceptable Use Policy Agreement must still be signed. On occasion, the student will be provided a school iPad to use within a classroom for educational purposes assigned by the teacher (i.e. quizzes/tests, research, and/or group projects). In this case, the student will have use of the iPad during that class time only, under direct supervision of the teacher, and will turn it back into the teacher at the end of that class period.

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

II. iPad Distribution and Care

1. The iPads 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 iPads and chargers at the beginning of the school year. The iPads 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. This includes not leaving an iPad in a location where it can be damaged by cold, heat, or moisture, keeping the iPad away from food and beverages, and cleaning the screen only with a soft, dry, or anti-static cloth. (See page 35 in Chapter 2 of the iPad Users Manual (http://manuals.info.apple.com/en_US/ipad_2_user_guide.pdf) for more information about proper cleaning.)

4. Students/parents/guardians are solely responsible for the care and security of student iPads. iPads must never be left in an unlocked car or any unsupervised area.

5. **For 8th Grade (iPad 2):** If an iPad is damaged or malfunctions, **the student must notify his/her homeroom teacher and then take the iPad to the Media Center as soon as possible for evaluation.** **If the issue cannot be resolved by the tech department, the student may receive a replacement for the duration of the year depending on the students' AUP violation status at that time.** 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 an iPad 2 is \$250. **St. Hilary School reserves the right to make the determination as to whether the student has damaged the iPad beyond reasonable wear and tear.** The student is never to disassemble or attempt to repair the iPad.

6. **For 7th Grade (iPad Air):** If an iPad is damaged or malfunctions, **the student must notify his/her homeroom teacher and then take the iPad to the Media Center 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 Air. 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 an iPad Air is \$430 **(w/o case)** \$530 **(w/ case)**. The student is never to disassemble or attempt to repair the iPad.

7. **For 6th Grade (iPad Air 2):** If an iPad is damaged or malfunctions, **the student must notify his/her homeroom teacher and then take the iPad to the Media Center 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 Air.** 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 an iPad Air 2 is \$474 **(w/o case)** \$574 **(w/ case)**. **The student is never to disassemble or attempt to repair the iPad.**

8. If the iPad is lost or stolen, the student must report the incident to the Principal's Office as soon as possible. In the case of theft, the student must also file a police report. The student/parents/guardians are responsible for replacing the lost or stolen iPad at his/her/their own cost. The replacement cost of an iPad 2 is \$250 and for an iPad Air \$430 **(w/o case)** \$530 **(w/ case)**, **and the iPad Air 2 \$474 (w/ case) \$574 (w/ case).**

9. Students/parents/guardians are not permitted to repair, alter, modify or replace iPads without express authorization from St. Hilary School. Under no circumstance will St.

Hilary School replace or repair a student iPad without the required payment from the student/parent.

10. iPads must remain free of any writing, drawing, stickers or labels that are not the property of St. Hilary School. iPads 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 iPad Agreement, both at school and at home, at all times.

2. Students may not remove or circumvent the management system installed on each iPad. 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 MDM, deleting/altering apps or settings already installed on the device, or logging into the iPad 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 iPads home. However, students are expected to have their fully charged iPads at school each day.

5. Parents are expected to provide additional monitoring and enforcement of the **Student iPad Acceptable Use Policy Agreement** when the iPads 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 must always be within the protective cases when carried. **(The school will provide cases for Grade 6 & 7 iPad Air Models. For Grade 8, cases will be provided by parents for the iPad 2.)** iPads are never to be placed in a book-bag (unless in a padded technology pocket) or on the floor.

8. **Cases provided by the school for the iPad Air 1 & 2 (6th / 7th grade) should in no way be exchanged with another student or defaced by the student. This includes removal of identification labels that should match up with the ID number on the iPad, keyboard keys, and further intentional mistreatment by the student.** Like the iPad, these cases are property of the school, and must be returned with the iPad at the end of the year. If cases are damaged beyond reasonable wear and tear, the student/guardian will be responsible for the replacement cost of \$100 for the case. **Keys that fall off or are damaged on the keyboard must be given to the St. Hilary Technology Department as soon as possible to be repaired. All three parts of a key must be turned in. Keys that cannot be repaired by the St. Hilary Technology Department will cost \$7.00 per key to replace.**

8. iPads used by students must bear the student’s user name. 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. Students will not remove or deface the serial number on any iPad, whether his/hers or not.

9. This iPad acceptable use policy applies to St. Hilary School students at all times, whether the iPad 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. 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 the iPad 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 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 iPads, 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 iPads, 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 iPad. Students should not receive pop-up or email notifications from Facebook or other social networking/entertainment sites or apps on the school-issued iPad.
8. The iPad 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 iPad 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 unattended on the campus or be unaware of its location.
2. Throw the iPad or otherwise handle it carelessly.
3. Exchange iPads with another student.
4. Allow other students to retain or remove the iPad 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 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 case.

VI. Hold Harmless and Indemnification

In consideration for receiving the iPad 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 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 iPad Student Acceptable Use Policy.
- I understand that technological resources are provided for educational purposes only, and I will use my iPad only for appropriate, educational purposes, in accordance with school policies.
- I understand that my iPad 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 iPad Student 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, **per semester** 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 for one week

4th offense: student serves after-school detention and leaves iPad at school for the remainder of the **semester**

5th offense: **Teacher or administration contacts parent**; student loses all iPad privileges and is responsible for finding another way to complete assignments and assessments involving the iPad

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 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 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 _____