

Guardian Catholic School Student iPad Acceptable Use Policy

Students and parents are required to review this document, as well as sign the accompanying agreement, to protect the hardware and software that accompanies the iPad. Technology resources at Guardian Catholic are provided for the purpose of supporting the educational mission of the School. The School's goal in providing the iPad is to promote 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/diocesan rules and policies including, but not limited to, those stated in the Parent-Student School Handbook. It is understood that members of the Guardian Catholic School community will use technology/computing devices and the School's network in a responsible, ethical, and legal manner at all times.

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

1. iPads

1.1 Receiving Your iPad

iPads will be distributed at the beginning of the school year. Orientation meetings will take place before the distribution of the iPads so that parents and students will learn how the iPads will be used during classroom instruction. During the *iPad Orientation*, the administrator will review the "Acceptable Use Policy" of the Diocese of St. Augustine for your students to use the iPads during the school year. Students will be assigned an iPad at the close of the orientation.

1.2 iPad Check-in

iPads will be collected before Christmas and Easter breaks and before the close of the school year.

Students who transfer, withdraw, or are expelled from Guardian Catholic School during the school year must surrender the iPad upon termination of enrollment. Failure to return the iPad will be considered a theft and the local authorities may be notified.

The parent or guardian will be responsible for the replacement cost of the iPad which includes the insurance deductible. If an iPad is stolen, please report its loss to the school immediately

2. TAKING CARE OF YOUR IPAD

Students are responsible for the general care of the iPads. If there is a problem with the iPad, the student should take it to the Technology Coordinator for an evaluation of the equipment.

2.1 General Precautions

- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of Guardian Catholic.
- iPads must never be left where there is a possibility of theft.
- Students may not use "skins" to "personalize" their iPads.

2.2 Carrying iPads

The protective cases provided with the iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. Students should keep the iPad in the case when not being used. Students are to provide a carrying case with a shoulder strap to carry the iPad from class to class and from school to home and back.

2.3 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; no cleaners of any type should be used.
- Do not "bump" the iPad into 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. In addition to teacher expectations for iPad use, school messages, announcements, planners, calendars, and schedules may be accessed using the iPad. Students must be responsible for bringing their iPad, fully charged, to all classes, unless specifically instructed not to do so by their teacher. It may take up to five hours to fully charge the iPad.

Students who repeatedly (three or more times in a quarter) fail to bring the iPad to school or maintain a fully charged battery will lose the privilege of taking the iPad home.

3.1 iPads Left at Home

If students leave their iPad at home, they are responsible for completing their work as assigned.

3.2 iPad Undergoing Repair

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

3.3 Passwords

iPads will be password protected. This password will be kept on record with the technology department and may not be changed without school permission.

3.4 Screensavers/Background photos

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

3.6 Photos/Sound/Music/Games. etc.

Photo/Image storage on the iPad will be for school projects only. 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. Internet games are not allowed on the iPads. All software/Apps must be School provided. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students will need to supply a simple set of ear buds for use with lessons that have sound.

3.7. Printing

Limited printing will be available with the iPad. Students will be given information and instructions on printing with the iPad at school.

3.8 Home Internet Access

Students are allowed to set up 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 & SAVING YOUR WORK

4.1 Saving Work

Students will be able to access their documents at home and school by using Google Docs, Dropbox and/or attaching documents to their Guardian Catholic email account. Once students have been taught how to save work it becomes their responsibility.

5. SOFTWARE ON IPADS

5.1 Originally Installed Software

Guardian Catholic will synchronize the iPads to contain the necessary Apps for school work. Students will not synchronize iPads or add Apps through a home i-Tunes account. The software Apps originally installed by the school must remain on the iPad in usable condition and be easily accessible at all times.

Periodic checks of iPads will be made to ensure that students have not removed required Apps and/or installed non approved Apps.

5.2 Inspection

Students may be selected at random to provide their iPad for inspection.

5.3 Procedure for re-loading software

If technical difficulties occur or illegal software (non-approved 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.

6. ACCEPTABLE USE

The use of the Guardian Catholic technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable 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 student violates the "Diocesan Acceptable Use Policy" privileges may be terminated, access to the school's technology resources may be denied, and appropriate disciplinary action shall be applied. The School Code of Conduct shall be applied for student infractions.

6.1 SCHOOL RESPONSIBILITIES

- Provide Internet and Email access to its students.
- Provide Internet Blocking of inappropriate materials as able.
- Provide data storage areas through Google Docs or Dropbox. These will be treated similar to school lockers. Guardian Catholic School reserves the right to review, monitor, and restrict information stored on or transmitted via Guardian Catholic School 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.

6.2 Legal Issues:

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 Guardian Catholic 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 Guardian Catholic Parent/Student Handbook.

6.3 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/check-out his/her iPad from the School Office daily for one (1) week. Student will have use of the iPad only during the school day and will not be allowed to take their iPad home. The iPad must be personally returned to the Technology Coordinator at the end of the day. (student still responsible for all required work)
- 2nd offense – Extended suspension of iPad privileges (student still responsible for all required work)

7. PROTECTING & STORING YOUR IPAD

7.1 iPad Identification

Student iPads will be labeled in the manner specified by the school. This identification must not be removed from the iPad.

iPads can be identified in the following ways:

- serial number
- Guardian Catholic school label with barcode

7.2 Storage

A protective case will be provided with sufficient padding to protect the iPad from normal treatment and provide a suitable protection while carrying the device. Students should keep the iPad in the case when not being used. In addition, Students should provide a suitable carrying case with a shoulder strap to carry the iPad from class to class and from school to home and back.

8. iPad Insurance

8.1 School Protection

Guardian Catholic School requires the student to purchase Insurance Protection offered by Worth Ave. Group, a Hanover Insurance Company. The protection covers:

- Accidental damage, including drops/liquid spills
- Liquid submersion
- Theft
- Fire/flood damage
- Vandalism (by someone other than a Guardian Catholic student)
- Natural disasters
- Power surge damage due to lightning

The protection cost is \$75.00 annually for each iPad, with a \$ 25.00 deductible. Parents will need to purchase this insurance through Guardian Catholic before your student is allowed to check out an iPad. An additional \$50 will be needed for technology and tech support.

8.2 Personal Home or Homeowners coverage

Students may not use their parents' personal insurance to protect the iPad in cases of theft, loss, or accidental damage.

8.3 Claims

Parents will work directly with the Worth Ave Group insurance company on all insurance claims, and will notify Guardian Catholic that a claim has been filed before the student will be issued a "loaner" iPad. In the event of theft, parents must report the loss to their local police department. A copy of the Police report must be presented to the School Office before an iPad can be repaired or replaced.

9. COST OF REPAIRS

Students will be held responsible for ALL intentional damage to their 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 will pay for full replacement. Lost items such as cases and cables will be charged the actual replacement cost.