

St. Thomas More Catholic School iPad Acceptable Use Policy

St. Thomas More Catholic School (STM) has, through a Speedwell Foundation grant, purchased an Apple iPad for Eighth Grade student use for the current school year. The student will be issued an iPad with predetermined applications (Apps) installed.

Eighth Grade students and parents are required to review this document, as well as sign the accompanying agreement to protect the hardware and software inherent with this technology.

Technology resources at STM 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 rules and policies, including but not limited to those stated in the Parent-Student School Handbook. It is understood that members of the STM School community will use all types of computing devices and the School's network in a responsible, ethical, and legal manner at all times.

STM 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. STM 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 during "*iPad Orientation.*" Parents & students must sign and return the iPad Acceptable Use Policy and Pledge documents before the iPad can be issued to their child.

1.2 iPad Check-in

iPads will be returned during the final week of school.

Students who transfer, withdraw, are suspended or expelled from St. Thomas More Catholic School (STM) during the school year, must surrender the iPad upon termination of enrollment.

1.3 Check-in Fines

Failure to return the iPad will result in a theft report being filed with the local Police Department.

If a student fails to return the iPad at the end of the school year or upon termination of enrollment at STM, that student will be subject to criminal prosecution or civil liability. The student will also pay the

replacement cost of the iPad, or, if applicable, any insurance deductible. Furthermore, the student will be responsible for any damage to the iPad, consistent with the School's iPad Protection plan. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

2. TAKING CARE OF YOUR IPAD

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the Technology Office for an evaluation of the equipment.

2.1 General Precautions

- The iPad is school property and all users will follow this policy and the STM acceptable use policy for technology.
- 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 STM.
- iPads must never be left in an unlocked locker, unlocked car, school cubbie or any unsupervised area.
- 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. The guidelines below should be followed:

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

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. 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.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc as it 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 to bring their iPad, **fully charged**, to all classes, unless specifically instructed not to do so by their teacher.

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 the iPad for a time to be determined by the principal.

3.1 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 forgot to bring their iPad to school or failed to charge their iPad.

3.2 iPad Undergoing Repair

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

3.3 Charging Your iPad's Battery

iPads must be brought to school each day in a **fully charged** condition. Students need to charge their iPads each evening. This may take up to 5 hours to fully charge the iPad.

3.4 Passwords

iPads will be password protected. During orientation, each student will choose a 4-digit password. This password will be kept on record with the technology department and may not be changed without school permission. Students are prohibited from sharing this password with anyone else except their parents.

STM will provide a password to each student for their email account. This password may not be changed by the student.

3.5 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

Photo/Image storage on the iPad will be for school projects only. Storage of student personal photos or downloaded images is not allowed.

3.7 Sound, Music, Games, or Programs

- Students may not download music from iTunes or any other music sharing site unless directed by or with the permission of a teacher.
- 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. Ear buds will be provided by the school. Replacement ear buds, if necessary, must be provided by the student's parents.
- Non-educational games are not allowed on the iPads.
- The device can only be synced with a school provided iTunes account by the school.

3.8 Printing

Printing will be available with the iPad. Students will be given information and instruction on printing with the iPad at school.

3.9 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 to Google Docs

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work; therefore, students should back up all work.

4.2 Network Connectivity

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

5. SOFTWARE ON IPADS

5.1 Originally Installed Software

STM will synchronize the iPads to contain the necessary Apps for school work. Students **will not** synchronize iPads or add Apps through a personal i-Tunes account. The software/Apps originally installed by STM must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add or modify software applications for use in a particular course.

Periodic checks of iPads will be made to ensure that students have not removed required Apps and/or synced to a personal iTunes account

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-STM iTunes 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.

5.4 Software upgrades

Upgrade versions of licensed software/Apps are available from time to time. Students may be required to check in their iPads to the Computer Teacher for periodic updates

6. ACCEPTABLE USE

The use of the STM 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 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 the appropriate disciplinary action shall be applied. The STM School Acceptable Use Policy shall be applied to student infractions.

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

6.1 Parent/Guardian Responsibilities

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

6.2 School Responsibilities are to:

- Provide Internet and Email access to its students.
- Provide data storage areas through Google Docs. These will be treated similar to school lockers. STM School reserves the right to review, monitor, and restrict information stored on or transmitted via STM 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.

6.3 Students Responsibilities are to:

- Use computers/iPad in a responsible and ethical manner.

- Obey general school rules concerning behavior and communication that apply to iPad/computer use.
- 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, or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via STM School designated Internet System is at your own risk. STM School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Help STM School protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their account(s).
- Turn off and secure their iPad after they are finished working to protect their work and information.
- Print a copy of any email containing inappropriate or abusive language or if the subject matter is questionable, and turn in to the School Office.
- Return their iPad to the School Office at the end of each school year. Students who transfer, withdraw, are suspended or expelled, or terminate enrollment at STM School for any other reason must return their individual school iPad on the date of termination.

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing School 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-EX: MSN Messenger, ICQ, AIM, IMO, etc.
- Non educational games. Only educational games, which in no way contradict our mission as a Catholic school may be used with permission of a teacher.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc).

- “Jailbreaking” of your iPad.
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student’s accounts, files, and/or data.
- Use of the school’s internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications such as, but not limited to, MSN Messenger, Yahoo Messenger, 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) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the STM School web filter through a web proxy.
- Students are not allowed to use another student’s iPad.

6.5 iPad Care

Students will be held responsible for maintaining their individual iPads and keeping them in good working order.

iPad batteries must be charged and ready for school each day.

Only labels or stickers approved by STM School may be applied to the iPad.

iPad cases furnished by the school must be returned with only normal wear and no alterations to avoid paying a replacement fee.

iPad ear buds should be stored in a way to prevent them from being tangled rather than put directly in a pencil pouch. A small container, such as a tic-tac box or Altoids mint box work well or products such as a SmartWrap (<http://www.sumajin.com/products/smartwrap/smartwrap.html>) You can also make earphone wrapper out of a used gift card (<http://www.youtube.com/watch?v=MJQZD88ar14>)

iPads that malfunction or are damaged must be reported to the School Office. The school will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse,

neglect or are accidentally damaged will be repaired with insurance deductible cost being borne by the student. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally.

iPads that are stolen must be reported immediately to the Technology Office and the Police Department.

6.6 Legal Propriety

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 STM 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 STM Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action.

6.7 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(s) will check-in/check-out their iPads from the School Office daily for one (1) week.
- 2nd offense – Three (3) weeks of iPad privilege suspension (student still responsible for all required work)
- 3rd offense – Loss of iPad privileges for a length of time determined by the administration.

7. PROTECTING & STORING YOUR IPAD

7.1 iPad Identification

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

- serial number
- STM school label with barcode

7.2 Storing Your iPad

When students are not using their iPads, they should be stored in iPad storage unit in each classroom.

Nothing should be placed on top of the iPad. Students should take their iPads home every day after school, regardless of whether or not they are needed. iPads should not be stored in a student's

vehicle. If a student needs a secure place to store their iPad, they may check it in for storage with the School Office.

7.3 iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, library, unlocked classrooms, 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 School Office. In the event that an iPad has been turned into the offices due to not being supervised, the student will have to check in and check out their iPads from the School Office daily for one (1) week.

8. IPAD INSURANCE

8.1 School Protection

STM School will provide 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 an STM student)
- Natural disasters
- Power surge due to lightning

The protection cost is \$52.00 annually for each iPad with a \$50.00 deductible. Parents will need to agree to be liable for the \$52.00 deductible in the event of a claim before your student is allowed to check out an iPad.

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

All insurance claims will be handled by the parent working directly with the insurance agency. Information will be provided during the orientation on the procedure for doing so. In the event of theft, parents must report the loss to their local police department. A copy of the 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 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 value. Lost items such as cases and cables will be charged the actual replacement cost.

St. Thomas More Catholic School Student Pledge for iPad Use

- I will use my iPad in ways that are appropriate, meet STM School expectations and are educational.
- I will use appropriate language when using e-mails, journals, wikis, blogs, or any other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in any activity that is harmful to other persons.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of the STM School.
- I will follow the policies outlined in the *iPad Acceptable Use Policy* and the STM School Handbook while at school and at home during all times.
- I will take good care of my iPad.
- I will never leave the iPad unattended and I will know where it is at all times.
- I will protect my iPad by only carrying it while in the case provided.
- I will never loan out my iPad or give my password to other individuals.
- I will not let anyone else use my iPad other than my parents or guardians.
- I will charge my iPad's battery daily and arrive at school with my device charged.
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- Clean the screen with a soft, antistatic cloth ONLY; no cleaners. 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.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on the iPad or iPad cover or do anything to permanently alter the iPad in anyway.
- I will not remove or deface the serial number or other identification on any iPad.
- I will file a police report in case of theft, vandalism, and other acts covered by insurance and inform my homeroom teacher and the School Office.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the iPad, case and power cords in good working condition.

I agree to the stipulations set forth in the above documents.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

St. Thomas More Catholic School

**iPad Acceptable Use Policy
Parent/Guardian Policy**

I hereby release STM School and its personnel from any and all claims and damages of any nature arising from my child's use of, or inability to use the school technology, including but not limited to claims that may arise from the unauthorized use of the iPad to purchase product or services.

I understand that it is impossible for STM School to restrict access to all controversial materials, and I will not hold the school responsible for materials accessed on the network. I also agree to report any inappropriate iPad use to the school administration.

I accept full responsibility if and when my child's use of technology is not in the school setting and understand that my child is subject to the same rules and agreements while not in school.

I accept that I am responsible to pay for the \$50.00 deductible if I must make a claim on the STM provided insurance.

I have read and understand the information contained in this document and agree to abide by the rules set forth in this document.

Parent/Guardian Name _____

Parent/Guardian E-mail _____

Parent/Guardian Phone _____

Parent/Guardian Signature _____

Date _____

Child's Name _____