

## **ST. MARY SCHOOL iPad Acceptable Use Policy 2015-16**

### *Program Overview*

Providing students the opportunity to participate in a 1-to-1 environment will enhance each student's overall learning experience. Utilizing iPads at ST. MARY SCHOOL gives students the access to learn anywhere, anytime - both in classrooms and at home. This 1-to-1 personalized learning also increases access to educational technology during the school day, narrows the digital divide between students, and promotes responsible use of today's ever changing technologies.

All iPads in use by ST. MARY SCHOOL students under this program are subject to the responsibilities and restrictions in this policy as well as the ST. MARY SCHOOL Computer Usage Policy found in the Student Handbook (collectively referred to herein as "ST. MARY SCHOOL AUP"). This applies whether the student purchased the device on his or her own or attained it through ST. MARY SCHOOL. All iPads are subject to routine monitoring by teachers, administrators, and the technology staff. ST. MARY SCHOOL technology staff will periodically monitor iPad wireless activity. In addition, ST. MARY SCHOOL reserves the right to confiscate and search all student iPads to ensure compliance with ST. MARY SCHOOL AUP. Students must comply with any individual classroom rules regarding use of iPads set forth by each teacher and, if asked to surrender the device, they must immediately unlock it (if applicable) and surrender it to the staff member making the request. Students in violation of ST. MARY SCHOOL AUP will be subject to appropriate disciplinary action relative. In addition, their device may be confiscated for a period of time during the day or overnight, and/or have all personal content removed. ST. MARY SCHOOL may lock down and wipe a device. ST. MARY SCHOOL is not responsible for financial loss suffered due to personal material being deleted, including applications (apps), music or other media purchased by the student. Repeated violations will result in restrictions being placed on the device by ST. MARY SCHOOL and student only being able to access their academic content. Regardless of any disciplinary action, completion of all class work remains the responsibility of the student.

Parents should discuss their expectations for responsible, acceptable behavior with their students. All students must sign the ST. MARY SCHOOL iPad Student Pledge before being allowed to use their iPad at ST. MARY SCHOOL. Students who are borrowing an iPad from ST. MARY SCHOOL must also return the 2015-2016 Liability form prior to receiving an iPad for school use.

### *Student Responsibilities*

#### **Caring For The iPad**

- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused. Never drop nor place heavy objects (books, etc.) on top of the iPad.
- All iPads must be in a protective cover at all times. Covers will not prevent all damage but they will help protect it and preserve the device.
- Only use a clean, soft cloth to clean the screen; no cleansers of any type.
- Defacing of the iPad and/or the iPad case in any way is prohibited (stickers, markers, etc).
- To extend battery life, students should always turn off and secure their iPads when not in use.
- Do not subject the iPad to extreme heat or cold (do not store in vehicles).

### **Safeguarding and Maintaining as an Academic Tool**

- The iPad is required to be at school every day, fully charged. Charging at school will be extremely limited. It may take up to 4 hours to fully charge the device so overnight charging is strongly recommended.
- If an iPad is left at home or is not charged, the student remains responsible for completing all coursework as if they had use of their iPad.
- Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment, unless no other means of completion exist.
- Students will use iCloud for a secure backup of their iPad device. This will allow the device to automatically backup when it is connected to Wi-Fi and a power source. Students should check to be sure their device is regularly backing up. Doing so will safeguard files, documents, and apps and allow access to class materials in the event a loaner device is necessary. Items deleted from the iPad cannot be 'undeleted', so backing up your work is very important.
- Preloaded apps and/or all materials provided by ST. MARY SCHOOL may not be deleted and they must be updated periodically as indicated by the device.
- Academic content takes precedence over personal files and apps. In the case of memory space conflict, personal media/files/apps must be removed regardless of financial loss to the student.
- Non-educational content is for personal use only and may not be accessed at any time during the school day or shared in any manner, audio or visual, with other students.
- The volume is to remain on mute all day. Permission must be obtained from the teacher to use headphones or un-mute the device. Cameras will only used with the permission of the teacher.
- The whereabouts of the iPad should be known at all times. It is the student's responsibility to keep his or her iPad safe and secure.
- iPads belonging to other students are not to be tampered with in any manner.
- If an iPad is found unattended, it should be given to the nearest faculty/staff member.

### **Lost, Damaged or Stolen iPad**

- If the iPad is lost, stolen or damaged, the Main Office must be notified immediately.
- iPads belonging to ST. MARY SCHOOL that are lost, stolen, or damaged beyond repair must be replaced by the family of the student it was loaned to. Since the iPad 2 has been discontinued, parents will be billed \$499.00, the cost of a 16 GB iPad Air 2.

### **Prohibited Uses**

- Accessing Inappropriate Materials - All material on the iPad must adhere to the values and mission of ST. MARY SCHOOL. Students must abide by the same prohibited uses as the use computers.
- Students are not allowed to send, access, upload, download, or distribute offensive, profane, threatening, pornographic, harassing, obscene, or sexually explicit materials.
- Students are not allowed to use ST. MARY SCHOOL iPads for social networking purposes.
- Illegal Activities- Use of the device or school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- iPads communication functions (messaging, texting, FACETIME, camera and microphone) functions are not to be used during the school day unless under the direction of a teacher for

academic purposes. Any use of cameras in restrooms or the locker room, regardless of intent is strictly prohibited.

- Media that is inappropriate for school may not be used as a screensaver or background photo (including but not limited to the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures).
- Students may only access the Internet through ST. MARY SCHOOL's wireless network during the school day and all other access (3G, 4G, proxies, VPN, etc.) is strictly prohibited.
- Violating Copyrights- Students are allowed to have music and install apps on their iPads. However, the items downloaded to the iPad must be in compliance with Federal copyright laws.
- Misuse of Passwords/Unauthorized Access- Students must set a passcode to their iPad to prevent other students from misusing their iPad. Students are prohibited from trying to gain access to another student's iPad, accounts, files or data.

-----*CUT HERE AND RETURN SIGNATURES TO SCHOOL*-----

Parent and Student signature required below in order for a student iPad be used on school premises: We have read this policy and understand and accept the student responsibilities required.

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Parent Signature	Student Signature	Date
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Parent Name (Printed)	Student Name (Printed)	Date
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**DIOCESE OF BRIDGEPORT, CONNECTICUT  
2015-2016 ACCEPTABLE USE POLICY  
STUDENT AGREEMENT AND PARENT PERMISSION FORM/iPad FORM**

Internet Safety and Computer Equipment Use Including all Related Systems, Software and Networks (one sheet to be completed for each student)

I \_\_\_\_\_ (printed student name) at St. Mary School, Bethel, Connecticut a student in Grade \_\_\_\_\_ understand and agree to the Acceptable Use Policy of the Diocese of Bridgeport in terms specified below:

- That use of the computers and Internet is for educational purposes.
- That the Internet contains inappropriate material.
- I will not knowingly access inappropriate or unacceptable material.
- That I will not hold St. Mary School, Bethel, CT or the Diocese of Bridgeport responsible for inappropriate materials which may appear on the Internet. That violation of the Acceptable Use Policy may result in revocation of the Internet or computer privileges and/or school Discipline and/or legal action.

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(Student Signature)

(Date)

I \_\_\_\_\_ (Print Parent/Guardian name) of \_\_\_\_\_ (Print Student Name) at St. Mary School, Bethel, Connecticut have read and understand the Acceptable Use Policy of the Diocese of Bridgeport as to the rights, responsibilities, expectations, understandings, prohibitions and etiquette as specified in the said Acceptable Use Policy. In addition, I agree to allow my child to participate in the technology programs and Internet use under the provisions specified at St. Mary School, Bethel, Connecticut.

Furthermore, I understand that it is my responsibility to notify the Principal of St. Mary School if I wish to exercise my right as a parent as specified in III of the Acceptable Use Policy of the Diocese of Bridgeport.

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(Parent/Guardian Signature)

(Date)

TO BE SIGNED BY EACH STUDENT ENROLLED AT ST. MARY SCHOOL AND THEIR PARENT/GUARDIAN. AGREEMENT/PERMISSION FORM IS TO BE KEPT ON FILE IN THE MAIN OFFICE.

