IPAD ACCEPTABLE USE POLICY FOR STUDENTS: .

St. Patrick School strives to provide an exciting, interesting and motivating learning environment which allows students to develop their God-given capabilities. In that spirit we offer iPads for use in the classroom for educational purposes. All 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 St. Patrick School 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 St. Patrick School community will use all types of computing devices and the School's network in a responsible, ethical, and legal manner at all times.

St. Patrick School retains sole right of possession of the iPad and related equipment.

1. iPads

1.1 Receiving an iPad: iPads will be distributed by the teacher. The teacher is responsible for documenting what student is using each device. All devices will be returned by the end of the period.

1.2 Intentional Misuse Fines: If a student is caught intentionally misusing and iPad, that student and/or parent of student, will be responsible for the cost of repair or replacement of the iPad. Repair costs will not exceed the replacement cost of the device.

2. TAKING CARE OF IPADS: Students are responsible for handling the iPad with care. iPads that are broken or fail to work properly should be reported immediately to the teacher, who will then take the device to the Technology liaison for an evaluation of the device.

2.1 General Precautions:

- The iPad is school property and all users will follow this policy and the St. Patrick 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 St. Patrick School.

2.2 Carrying iPads: Protective cases are provided with the iPads. They have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. iPads should always be within the protective iPad case when carried.

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 place anything on the iPad that could put pressure on the screen.
- Do not lean on the top of the iPad
- Do not place anything in the carrying case that will press against the cover.
- The iPad screen should be cleaned with a soft, dry cloth or anti-static cloth; no cleaners of any type should be used.

- Do not “bump” the iPad against lockers, walls, car doors, floors, etc as it may damage the device.

3. DEVICE MANAGEMENT

3.1 E-mail Passwords:

- Each iPad has an Outlook email account attached to the device. The password may not be changed.
- The iPad email is not to be used other than when directed by a teacher. Students may email theirs teachers, as directed.
- If Office 365 is provided for students, there should be no expectation of any right to privacy. Students are to use the cloud services for education only, and consideration should be given to users who may have limited access by avoiding large attachments and sharing documents only for educational purposes.

3.2 Screensavers/Background photos:

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

3.3 Photos:

- Photos and images storage on the iPad will be for school projects only. Storing personal photos is not allowed.

3.4 Sound, Music, Games, or Apps:

- St. Patrick School will synchronize the iPads to contain the necessary Apps for school work. Students **will not** synchronize iPads or add Apps. The software/Apps originally installed by St. Patrick School 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.
- Students may not download music, apps, etc. onto the school iPads.
- If a student is caught downloading onto an iPad or deleting apps, there may be a fee to cover restoration of the device.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Ear buds/headphones will be provided by the student and stored at school.
- **Non-educational apps are not allowed on the iPads**. This includes “game” apps that are not directly educational.
- The device will be synced only with a school provided iTunes account by the school’s designated personnel.
- The teacher will determine which apps are to be used. Students are to ONLY use apps as directed by the teacher.
- If technical difficulties occur or unauthauthorized software (non-St. Patrick iTunes Apps) is discovered, the iPad will be restored from backup

3.5 Printing:

- Printing is not available from the iPad. This is the primary reason for email on the device.

3.6 Network Connectivity:

- Schools have wireless access. St. Patrick School makes no guarantee that the school network will be up and running 100% of the time.
- The teacher will determine which apps are to be accessed and if network availability is necessary.

3.7 iPad Care:

- Only labels or stickers provided by St. Patrick School may be applied to the iPad.
- iPad cases furnished by the school returned with more than normal wear or alterations may result in paying a replacement fee.
- When students are not using their iPads, they should be stored in iPad storage unit. Overnight, they must be returned to the sync cart.

4 ACCEPTABLE USE:

- The use of the technology resources at St. Patrick School 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 part of the Acceptable Use Policy, technology privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied. The St. Patrick 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.**

5 RESPONSIBILITIES:

5.1 School Responsibilities are to:

- Provide Internet (when possible) and email access to its students via the iPad device.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

5.2 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 St. Patrick School designated Internet System is at your own risk. St. Patrick School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Help St. Patrick School protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Turn off and secure the iPad before storage in the cart.
- 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.

5.3 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-such as (but not restricted to): SKYPE, 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 an iPad or any other attempt to remove or replace the OEM operating system and its controls.
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's internet access or email 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.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Attempting to bypass the St. Patrick School web filter.
- Use of an iPad assigned to another student.

6 MISC:

6.1 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 St. Patrick 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 St. Patrick School Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action.

DAMAGED PROPERTY: No student may **intentionally damage or destroy** school, parish, or private property. The student will be **required to pay the replacement cost of any such destruction.** A student who **accidentally damages or destroys** school, parish, or private property will be **required to pay the replacement cost of any destruction** without any disciplinary action.