

# **IPad Acceptable Use Policy**

## **Saint Norbert School 1:1 iPad Learning Program**

### **Introduction**

Effective learning thrives when there is continuous dynamic interaction between students, teachers, and parents. 21<sup>st</sup> Century technology has exciting ways to strengthen this dynamic interaction. Saint Norbert School (SNS) is committed to providing our students with the best technology learning tools and resources available, and require that these tools and resources be used in a safe and responsible manner.

The iPad tablet is a learning tool that transforms the classroom. Teachers become learning facilitators in a student-centered learning environment. Students are empowered in a way that maximizes their full learning potential and prepares them to take their place as dynamic leaders in our global digital electronic community.

SNS's 1:1 (*pronounced 'one to one'*) iPad Learning Program is an exciting program that furthers our efforts to maintain excellence in education by seamless integrating 21<sup>st</sup> Century technology into our educational curriculum. Students in Pre-K through 8<sup>th</sup> grade will receive their own iPad to use for school work in the classroom throughout the school year.

SNS's **iPad Acceptable Use Policy (IAUP)** contains rules and information designed to insure the safe and effective use of school iPads. It is intended for students, faculty, administrators, staff, volunteers, community members, and anyone else who is allowed access to, and use of, school iPads.

Failure to abide by any of these rules will result in appropriate disciplinary action including but not limited to:

- Issuance of Demerits.
- Issuance of Detention.
- Temporary suspension of iPad use, and/or temporary suspension of the use of other school technology resources including Internet access.
- Termination of iPad use and/or termination of the use of other school technology resources including Internet access.
- Suspension from school.
- Expulsion from school.
- Any other disciplinary measures deemed appropriate by school officials.
- If warranted, Saint Norbert School will contact the appropriate law enforcement agencies to pursue necessary legalaction.

SNS monitors the use of all school technology resources including iPads. SNS reserves the right to inspect the condition and contents of any iPad at any time. During the school year students will be randomly selected to provide their iPad for inspection.

Due to the evolving nature of technology SNS reserves the right to amend or add to this IAUP at any time without prior notice.

## **IPad Distribution**

iPads are distributed at the beginning of the school year during an iPad orientation class.

Before a student can get their iPad, both **student and parent/guardian must read and sign the *iPad Acceptable Use Policy*** and return the signature page to the school.

Grades 5 through 8 are issued iPads with the following accessories:

- Screen protector
- Case
- USB connector cord
- Power converter (also known as a power brick or power plug).

The iPad is school property. Students are responsible for keeping their iPad in good working condition.

During the school year, if an iPad or accessory is damaged or broken the student must immediately report it to the Technical Coordinator or classroom teacher for inspection and repair instructions. If the iPad is reparable, the student/parent is responsible for having it repaired at an authorized iPad repair center. If the iPad is damaged beyond repair the student/parent will be charged a replacement fee equal to the amount charged by Apple to replace an iPad. If an accessory is damaged or lost it must be replaced (Apple products are the only acceptable replacements).

## **Managing iPad Files and Saving School Work**

- **Students must use apps on the iPad, such as Google Drive, to save their documents to the Cloud.**
- The iPad is setup and managed by the School.
- **DO NOT sync the iPad with any computer.**
- **Do not reset the iPad.**
- The school does not accept responsibility for the loss of student documents due to syncing the iPad with a computer or due to an iPad reset.
- In the iPad orientation class students are instructed on how to save documents.
- In the event of an iPad malfunction, the iPad may be reset and setup again by the School.
- The accidental deletion or loss of school work due to iPad technical difficulties are not acceptable excuses for a student's failure to complete and/or submit school assignments.

## **iPad Return**

iPads and accessories are returned during the final month of the school year. Students who transfer, withdraw, or are expelled during the school year must return the iPad immediately upon termination of enrollment. Failure to return an iPad may also result in criminal or civil prosecution.

Upon return, the iPad and accessories are inspected for any damage that **exceeds normal expected wear and tear**. This kind of damage makes it impossible to reuse the iPad in the following school year.

All iPads and/or accessories that have damage that exceeds normal wear and tear are deemed ‘damaged beyond repair’ and the student/parent will be charged for the cost of replacing the iPad (equal to the iPad replacement fee charged by Apple) or the cost of the accessory (purchased from Apple.)

**Damage that exceeds normal wear and tear includes:**

- Metal case is cracked in any way.
- Connector ports are cracked, bent and/or have damage to the pin connector.
- Screen has cracks or scratches that irreparably damage the screen digitizer or liquid crystal display.
- USB cable is frayed, cracked, kinked or cut.
- USB cable connectors are dented, bent or cracked.
- Power converter is cracked, dented or has bent prongs.
- Other damage that is deemed to exceed normal wear and tear.

## **Rules for General iPad Use and Care**

- **Don’t write or draw on the iPad.**
- **Don’t affix stickers, skins or labels to the iPad.**
- **Don’t deface, remove, or attempt to remove iPad identification marks.**
- **Don’t disassemble the iPad.**
- **Don’t jailbreak the iPad**
- **Don’t lean on the iPad or the iPad screen.**
- **Don’t place folders, books or other heavy objects on the iPad or the iPad screen.**
- **Don’t drop the iPad.**
- **Don’t bump it against anything, including desks, lockers and walls.**
- **Keep food and beverages away from the iPad.**
- **Use ear buds or other approved devices for private audio listening.**
- **Use care when inserting or removing all cords and cables from the iPad slots.**
- **An iPad in need of repair must be taken to an authorized iPad repair center.**
- **Report a damaged or malfunctioning iPad to the Technology Coordinator or classroom teacher for inspection and repair instructions.**
- **In cases of iPad theft or vandalism immediately inform the principal and if necessary, file the appropriate police report.**
- **Report any problems with iPad security to the classroom teacher.**
- **Use only iPad approved styluses.**

## **Screen Care**

- **Don’t remove the iPad screen protector.**
- **Clean the screen with a soft dry cloth or anti-static cloth.**
- **Use a screen cleaner that is anti-static, alcohol and ammonia-free. **Screen cleaning spray is rarely needed to clean the iPad screen. Please use sparingly.****

## **Actions Strictly Prohibited**

Anyone found committing one or more of these actions will immediately be sent to the Principal's office for appropriate disciplinary action.

- **Don't** use the iPad to upload, download, or distribute material that is violent, obscene, abusive, profane, offensive, threatening, sexually explicit, or in any way contradicts our mission as a Catholic school.
- **Don't** use the iPad to upload, download, or distribute material that has abusive content or is intended to bully, harass, embarrass, demean, or harm others in any way.
- **Don't** use the iPad to spread lies, rumors, gossip, inaccurate or defamatory material.
- **Don't** encourage others to use the iPad inappropriately.
- **Don't** access or attempt to access to another student's accounts, files, and/or data.
- **Don't** use a web proxy or any other means to tamper with, or bypass, the school's Internet content filter.
- **Don't** create and/or upload computer viruses.
- **Don't** create computer programs to infiltrate and damage computer systems and/or system software inside or outside of school.

## **Using the IPad to Access the Internet**

- **Always** use appropriate language in any electronic communication including e-mails, wikis, blogs, journals, and posts on any social media outlets.
- **If** you receive a communication that you think contains inappropriate language or subject matter, immediately take a screenshot or print a copy of the communication and turn it in to a teacher, trusted adult or the Principal.

## **Intellectual Property and Copyrights**

- **Respect** Intellectual Property and Copyright laws. It is every student's responsibility to understand and comply with the Intellectual Property laws governing materials on the Internet. This includes but is not limited to trademark and copyright law, licensing agreements and acceptable use agreements. Ignorance of the law is not an excuse and will not protect against prosecution if a law is violated. If you are unsure whether a law applies, ask a teacher or parent.
- **Always** use appropriate citations and give credit to all sources used, whether directly quoted or summarized. This applies to all forms of Internet media including text, pictures, graphics, movies, music, charts and graphs.
- **Respect** copyright laws when choosing content to download, distribute, or post on social networks or any other sites.
- **Do not** transfer any intellectual property, including copyrighted material, to or from school unless you have express permission from the owner.

## **Grade Pre-K through 4 Specific iPad Information**

The frequency of iPad use in the classroom is at the discretion of each teacher.

### **Passcodes**

- Students are not given passcodes.
- Students may not set their own passcode. If needed the school will assign a passcode to each student.

### **IPad Use and Storage**

- Students use the iPad in the classroom.
- Students can take their iPad out of the classroom when directed to by their teacher.
- Students cannot take their iPad home.
- iPads are stored and charged in an iPad cart in the classroom.
- The teacher determines when iPads are taken from or returned to the cart. Students will not take their iPad from the cart without permission from the teacher.
- By the end of every day all iPads are returned to the cart and the cart must be locked.

### **Photos, Images, and Music on the iPad**

- Students may not store personal photos, images or music on their iPad.
- Students may download photos, images or music on to their iPad to use for a school project.
- Respect copyright laws when downloading all content.
- Students may never download violent or age-inappropriate photos or music.\*

### **iPad Apps**

- Student iPads come with preinstalled apps provided by the school. These apps must remain on the iPad, be easily accessible and in usable condition.
- Students cannot download/install any iPad apps.
- Apps can be installed/removed from iPads at the request of the classroom teacher to the Technology Coordinator.

### **Using the iPad to Access the Internet**

- Students may not access any Internet sites unless directed to do so by the teacher.
- Students may not play online games unless so directed to do so by the teacher.
- Students will not use the iPad to access school-inappropriate websites.\*

\* Students who violate this rule will immediately be sent to the Principal for appropriate disciplinary action.

## **Grade 5 through 8 Specific iPad Information**

The frequency of iPad use in the classroom is at the discretion of each teacher.

### **Passcodes**

- All iPads are passcode protected.
- The passcode is created by each student during iPad orientation class.
- The passcode must conform to rules set by the School.
- If a passcode is forgotten the Technology Coordinator can be asked to remove the passcode. A new passcode is created by the student.
- Students are prohibited from sharing their passcodes with anyone except a parent/guardian.

### **iPad Use and Storage**

- Students use their iPad at school and at home.
- Students will take their iPad home every day regardless of whether it is needed for school work.
- Students will not use their iPad on the bus.
- Students will charge their iPad every evening.
- Students will bring their fully charged iPad to school every day.
- Loaner iPads are not available.
- If an iPad is left at home, the student is still responsible for completing iPad assigned class work.
- When going to and from school the iPad must always be in its case and zipped protective sleeve.
- Only the iPad should be in the zipped protective sleeve. Do not place papers, folders or other objects in the zipped protective sleeve with the iPad.
- Do not place items, such as the power adapter, in a pocket that is inside or on the outside of the sleeve.
- Always store the iPad in a secure place.
- Don't leave the iPad unattended or unsupervised in areas like unlocked classrooms, lockers or cars, the lunch room, technology lab, library, the school grounds.
- Don't expose the iPad to extreme temperatures (i.e. leave in the sun or in a vehicle for an extended period of time during warm weather).

### **iPad “Restrictions”**

- iPad “Restrictions” are set and managed by the school.
- Parents and students will not enable “Restrictions” on the iPad.

### **Photos, Images, and Music on the iPad**

- With parental permission, students may download and/or store school-appropriate photos, images and music on their iPad.
- All downloaded content must respect Copyright laws.
- Students may never download violent or age-inappropriate photos or music. \*\*
- During classroom time students may not use their iPad to listen to music, access Internet sites, play iPad App games, or play online games, unless directed to do so by the teacher.\*\*

\*\* Students who violate this rule will immediately be sent to the principal for appropriate disciplinary action.

## **iPad Apps**

- Students cannot purchase, get, or download any apps to their iPad.
- Student iPads come with preinstalled apps provided by the school.
- Students may remove an app from their iPad with permission from the teacher.
- Teachers can ask the Technology Coordinator to get/ push an app(s) to students iPads or remove an app(s) from student iPads.

## **Using the iPad to Access Internet**

- During classroom time students may not use their iPad to access the Internet unless directed to do so by the teacher. \*\*
- Students will not use the iPad to access school-inappropriate websites. \*\*

\*\*Students who violate this rule will immediately be sent to the principal for appropriate disciplinary action.

## **Saint Norbert School iPad Acceptable Use Agreement For Student and Parent/Guardian**

**Student Name/ID** \_\_\_\_\_

**Graduation Year** \_\_\_\_\_

**Grade** \_\_\_\_\_

**Student:**

I have, to the best of my ability, read and understand the TAUP\* and the Saint Norbert School iPad Acceptable Use Policy.

I have reviewed both Policies with my parent/guardian.

I accept the responsibilities and agree to follow all the rules that are outlined in both Policies.

I will respect and follow all Intellectual Property laws including Copyright laws as they pertain to my use of the iPad and Internet media.

I understand that my iPad is the property of Saint Norbert School.

I understand that my iPad may be inspected at any time.

I will take care of my iPad, and I understand that I am responsible for all damages caused by my neglect, abuse or misuse of my iPad.

I will return the iPad, case, USB cable, and power converter in good working condition. (*only applies to students in grades 5 through 8*).

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Parent/Guardian:**

I have read and understand the TAUP and the Saint Norbert School iPad Acceptable Use Policy, and I have reviewed both Policies with my child.

I will support my child in using the iPad throughout the school year and continue to emphasize the importance of following the rules outlined in the TAUP and IAUP. I will support and supervise my child's Internet access and use of electronic communications, making sure they follow the applicable rules for acceptable behavior.

I give my permission for my child to use the iPad and to access the Internet.

**Parent/Guardian (print name)** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\*In this document "TAUP" is used to indicate both the Technology Acceptable Use Policy of the Archdiocese of Philadelphia and the SNS Addendum.