



ARCHDIOCESE OF PHILADELPHIA

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Office of the Director of Technology PreK - 12

Acceptable Use Policy for iPads Policies and Procedures v 1.0 1 to 1 Learning Environment edition Catholic Schools of the Archdiocese of Philadelphia

Students and parents are required to review this document, as well as sign the accompanying agreement prior to the use of school issued iPads.

Technology resources 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 school handbook. It is understood that all members of the school community will use all types of computing devices and the school's network in a responsible, ethical, and legal manner at all times.

The Archdiocese of Philadelphia, Office of Catholic Education (AOP/OCE), and the local 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. AOP/OCE and the local 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 during the "iPad Orientation" in 1:1 schools/classes. 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 weeks of school, or prior date as determined by the local school. Students who transfer, withdraw, are suspended or expelled from their school during the school year, must return the iPad upon termination of enrollment.

1.3 Check-in Fines

Failure to return the iPad may 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 their school, that student/family will be subject to criminal prosecution or civil liability. The student/family will also pay the replacement cost of the iPad, or, if applicable, any insurance deductible. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

2. Caring for 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 their teacher for an evaluation of the equipment.

Catholic Schools form Catholic students to be full and practicing members of the Church, are centers of evangelization that call all to live fully the message of Jesus Christ, and are centers of academic excellence that rigorously prepare students to be lifelong learners and contributing members of the global community

2.1 General Precautions

- The iPad is school property, all users will follow this policy & the Archdiocesan 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.
- iPads must never be left in an unlocked locker, unlocked car, school cubby or any unsupervised area.
- Students may not use “skins” to “personalize” their iPads.
- Screen films used to protect the screen, reduce the need for cleaning, and in some cases reduce glare are permitted.

2.2 Carrying iPads

- iPads must always be in a protective iPad case when carried or used.
- Avoid placing too much pressure and/or weight (such as folders and books) 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 iPad
- Do not place anything in the carrying case that will press against or scratch the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth. Cleaning sprays are rarely needed, the only kind permitted is iKlear which is sold in Apple Retail stores or online at www.klearscreen.com. Use sparingly.
- 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. Students are 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 class work completed as if they had their iPad present. Loaner iPads will not be available.

3.2 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 (except with very young children). During orientation, each student will choose a 4-digit password. This password will be kept on record with the principal and may not be changed without school permission. Students are prohibited from sharing this password with anyone else except their parents..

3.5 Media and Personalization

Background photos, a standard background will be preset on the iPad, this may be changed to an appropriate background of the student’s choice.

3.6 Photos Photo/Image Storage of student personal photos or downloaded images is permitted so long as they are appropriate.

3.7 Sound, Music, Games, Apps

- Students may download music from iTunes or their home computers. Illegally obtained music may not be put on the iPad.
- Sound must be muted at all times unless permission is obtained from the teacher.
- Violent and non age appropriate games are not allowed on the iPads.

4. Managing Files and Saving Work

4.1 Saving Work to the “Cloud”

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. Suggested ways of saving to the cloud include, but are not limited to, Google Docs, DropBox, and iCloud.

4.2 Network Connectivity

The Archdiocese of Philadelphia and the local school makes no guarantee that the school wireless network will be up and running 100% of the time.

5. iPad Software/apps

5.1 Software required by the local school and/or Archdiocese of Philadelphia must be on the iPad in usable condition and be easily accessible at all times. From time to time, the school will require the user to add or modify apps. For the purchase of apps, while not required, it is strongly suggested using iTunes gift cards instead of a credit card to more easily manage associated costs.

5.2 Inspection

Students may be selected at random to provide their iPad for inspection. The local school and Archdiocese reserve the right to inspect iPads and all contents at any time.

5.3 Procedure for re-loading software

If technical difficulties occur, the iPad will be restored from the backup stored on the student’s home computer. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image. It is therefore recommended students regularly sync their iPad to their home computers or iCloud.

6. Acceptable Use

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 the iPad Acceptable Use Policy, or the general Archdiocesan Acceptable Use Policy for Technology, privileges may be terminated, access to the school’s technology resources may be denied, and the appropriate disciplinary action shall be applied. 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, phones, movies, and radio.

6.2 Students Responsibilities

- Use the iPad in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to iPad 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.
- Help the school protect our computer system/device by contacting a teacher about any security problems.
- Securing the iPad after they are work is completed to protect 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 principal.
- Return their iPad to the Principal’s Office at the end of the school year. Students who transfer, withdraw, are suspended or expelled are required to return their iPad to the principal’s office immediately.

6.3 Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing School policy or public law
- Sending, accessing, uploading, or downloading, offensive, profane, threatening, obscene, or explicit materials
- Installing games/apps that contradict our mission as a Catholic school
- “Jailbreaking” of your iPad
- Spamming- sending mass or inappropriate emails
- Gaining access to other student’s accounts, files, and/or data without permission
- 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 others.
- Bypassing the school’s content web filter through a web proxy.

6.4 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 the school may be applied to the iPad.
- Charging: You do not need to charge the battery in any special way. It is strongly recommended, every 6 months, to allow the iPad’s battery to drain completely by using it until it shuts down, then connecting it to charge **completely**.
- iPad ear buds should be stored in a way to prevent them from being tangled rather than put directly in a pencil case. 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 classroom teacher. 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 principal and the Police Department.

6.5 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. 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.

7. Protecting and Storing your iPad

7.1 Storing Your iPad

When students are not using their iPads, 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 vehicle for an extended period of time, especially in warm weather. If a student needs a secure place to store their iPad, they may check it in for storage with their teacher.

7.2 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. 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 cables will be charged the actual replacement cost.

Philadelphia Archdiocesan Catholic School Student Pledge for iPad Use

- I will use my iPad in ways that are appropriate
- 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 school
- I will follow the policies outlined in the iPad Acceptable Use Policy and general Acceptable Use Policy 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.
- 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.
- I will clean the screen with a soft, antistatic cloth and only use approved cleaning solution (currently iKlear).
- 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 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 inform the principal
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the iPad, power brick and 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: _____