



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. 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. If you receive a broken or damaged iPad, it must be reported to the teacher immediately.

1.1 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, school cubby, or any unsupervised area.

1.2 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.

1.3 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.

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- 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.

1.4 Passwords

Students may not set a password for the iPads.

1.5 Media and Personalization

Background photos: a standard background will be preset on the iPad, this may not be changed.

1.6 Photos Photo/Image Storage of student personal photos is not permitted. Downloaded images are permitted if they pertain to a project and should be deleted upon completion of the project.

1.7 Sound, Music, Games, Apps

- Students may not download music from iTunes or their home computers unless it is to be used in a project. Once the project is completed the music should be removed from the iPad.
- Sound must be muted at all times unless permission is obtained from the teacher.
- Students may not download and install apps unless asked to by the teacher.
- Violent and non age appropriate games are not allowed on the iPads.

2. Managing Files and Saving Work

2.1 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 save all work to the “cloud”. Suggested ways of saving to the cloud include, but are not limited to, Google Docs, DropBox, and iCloud.

2.2 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.

3. iPad Software/apps

3.1 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. The deletion of apps is therefore not permitted unless instructed to do so by the teacher. From time to time, the school may require the user to add or modify apps.

3.2 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.

4. 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.

4.1 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.

4.2 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 their work is completed to protect work and information.
- Immediately report any email or file containing inappropriate or abusive language (or if the subject matter is questionable) to the teacher.

4.3 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 the 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.

4.4 iPad Care

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

4.5 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.

5. Protecting and Storing your iPad

5.1 Storing Your iPad

When students are not using their iPads, nothing should be placed on top of the iPad.

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.

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. It is therefore imperative that any damages be reported immediately. 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.

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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 the 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 the iPad by only carrying it while in the case.
- 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 be responsible for all damage or loss caused by neglect or abuse.

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: _____