

iPad Acceptable Use Policy

(Junior High Level)

Background

At Our Lady Queen of Angels Catholic School, our vision is to enhance learning through the integration of technology, which will enable our students to become life-long 21st century learners. With this vision, teachers will design curricula that prepares students to meet the demands of the future. To further augment technology integration, OLQA has chosen to employ iPads as a personal learning tool for students. The iPad was selected because of its portability, user-friendliness, touch-technology, wide range support for apps, and low system maintenance. The 1:1 iPad take home program at the Junior High level aims to move students above and beyond embracing the four "C's" of 21st century learning: communication, collaboration, critical thinking and creativity.

General Guidelines

Upon receiving the iPad, each student is asked to care for the equipment and to use it safely, responsibly, and respectfully. Students should have absolutely no expectation of privacy when using the iPad. Any and all activity performed on the iPad can and will be monitored. The school reserves the right to conduct random iPad checks. Students and parents need to read, understand, and sign the iPad Acceptable Use Policy. Violation of the rules is subject to consequences stated on this policy as well the Network and Internet Use Policy.

iPad Use

Acceptable Use:

- ✓ The iPad will be used in ways that are educational, support the task at hand, and meet OLQA's expectations
- ✓ The iPad will be **charged daily** at home and will be brought to school each day to use
- ✓ An iPad that is malfunctioning, inoperable, broken, or missing **must** be reported immediately to the homeroom teacher or Ms. Matias

Unacceptable Use:

- ✓ The iPad **may not be used** on campus, before school, recess, lunch, and after school without explicit instruction from a teacher
- ✓ Browsing websites without teacher permission is prohibited
- ✓ Playing non-educational games on the iPad is not authorized

- ✓ Internet resources will not be used to plagiarize work
- ✓ Violating policies using the school's network and Internet resources will not be tolerated
- ✓ Downloading **personal files or materials** (ex. apps, copying pictures on Google, email attachment) is absolutely not permitted unless otherwise specified by the teacher
- ✓ Taking pictures, videos, and audio recordings of classmates and teachers without permission will not be tolerated
- ✓ Altering/changing default iPad settings is not allowed
- ✓ Logging on to social media like Facebook, Twitter, Instagram, Snapchat, Vine, and the like is prohibited
- ✓ Participating in or "liking" toxic, damaging, inappropriate social media posting in and out of school is subject to severe reprimand like suspension or expulsion

iPad Care

Equipment:

Each student is issued the following equipment and is expected to return all equipment in good condition.

- ✓ 1 iPad Air 2, 32GB, Wifi
- ✓ 1 iPad Air charger
- ✓ iPad case
- ✓ Preloaded apps

Note: Students may bring optional accessories (at own expense) as **added** tools to enhance iPad use: stylus, cleaning cloth, iPad compatible keyboard

Responsible Treatment:

- ✓ The iPad will be kept in a safe, temperature controlled environment at all times
- ✓ Nothing heavy will be placed on the iPad. Use common sense. Make sure iPad is not in between heavy, hardbound books in the backpack
- ✓ Light pressure will be applied when touching or tapping the screen
- ✓ Care will be taken to avoid misuse and dropping the iPad
- ✓ The iPad will never be left unattended
- ✓ The iPad will never be loaned to another individual
- ✓ Food and beverages must be kept away from the iPad
- ✓ When moving from classroom to classroom, the iPad should always remain in its case
- ✓ The iPad will not be defaced or personalized with stickers or other effects.

Consequences for Failing to Follow iPad Policy

- ✓ Forfeiture of iPad
- ✓ Disciplinary actions including issuance of conduct slips, detention, suspension, or expulsion

- ✓ Academic performance is affected

Examples of iPad Policy Violation

- ✓ Coming to school without charging iPad
- ✓ Habitual forgetfulness concerning bringing iPad to school
- ✓ Not doing iPad related assignment at home/school
- ✓ Downloading personal materials on the iPad not authorized by the teacher
- ✓ Taking personal pictures and videos not school related
- ✓ Playing games not related to classwork
- ✓ Habitual breaking of the iPad for example, dropping the device 2-3 times in a row

Note: The school reserves the right to determine consequences for other offenses.

iPad Mobile Device Management

The school is responsible for managing iPad content including standard settings and apps. Any alteration to the settings by a student is in violation of the rules; therefore, the student will be subject to disciplinary actions and consequences.

Insurance

The school does not have insurance to cover accidental damage or breakage to iPads. However, there are resources available if you personally want insurance coverage for the iPad.

1. Apple Care - <http://www.apple.com/shop/product/S4689LL/A/applecare-plus-for-ipad>
2. Worth Group Avenue – <http://www.worthavegroup.com/IPad>
3. Insure Apple iPad - <https://www.insureappleipad.com/>
4. Jet City Device Repair - <https://www.jcdrepair.com/>
5. Check local repair shop

Procedure for Reporting iPad Accidental Damage/Breakage and other Problems that render iPad Inoperable

- Step 1: Student reports problem to homeroom teacher or Ms. Matias (rmatias@olqa.org).
- Step 2: Teacher emails parents.
- Step 3: Parents respond to email to acknowledge incident.
- Step 4: Student gives iPad to school for repair. It usually takes 1-2 weeks for repair to finish.

Note:

- Loss of iPad is not covered by insurance, therefore it is the parent's responsibility to replace the iPad
- School will only cover 2 instances of accidental damage to the iPad per school year. Parents are responsible for repair if damage occurs a second or more times in a year.
- While iPad is being repaired, student is responsible for taking notes and completing classwork using alternative ways. It's not a ground for excuse.



Chromebook Student User Agreement

Chromebooks 1:1 In-class Use

All students in Grade 7-8 will use Chromebooks as part of their English/Writing Composition block. This is an effort to continue to meet the initiative by Our Lady Queen of Angels (OLQA) to integrate and implement additional technologies in the classroom. Additional Chromebooks may be made available to other grades on a check-out basis.

Chromebooks have keyboards! Although a touchscreen is handy for certain apps and tasks, students typing longer documents such as research reports need a real keyboard. Word Processing can be taught/practiced and students' documents can be shared with other students and the teacher enabling easier collaboration. Chromebooks are shareable and easier for IT to manage, update, and distribute apps and assignments.

Rules and Appropriate Usage

Our Lady Queen of Angels School (OLQA) encourages the use of 1:1 devices and the network, including the Internet, as a tool for research and education. 1:1 devices and the network, like any other school property, must be used for the educational purposes for which they are intended. The Chromebooks issued to students in the classroom are the property of OLQA. The distribution of a Chromebook to each student is a privilege, not a right, and may be revoked at any time for inappropriate conduct. **Before a Chromebook is issued for use in school, students and parents or guardians will sign an Acceptable Use Policy and Student User Agreement and Parent Permission Form.**

Students are expected to abide by the following rules and behavioral expectations within the school:

USE OF EQUIPMENT (Hardware and Software)

- Student must have an Acceptable Use Policy and Chromebook permission slip signed by a parent/guardian on file with OLQA in order to use the Chromebook in school
- The school Chromebook is to be used for educational purposes only

- Student may not destroy, deface, or alter Chromebook equipment or files not belonging to the student
- Students may not hide files or activity on the Chromebook

THE NETWORK

- Students may not access Chat lines, bulletin boards, forums, etc. without prior consent from a teacher or person monitoring the Internet use
- Engaging in online activities that are inappropriate will result in automatic termination of the student's network/Internet privileges
- Sending messages via school technology with the intent to intimidate, frighten, threaten, or bully another person is considered harassment and will have significant consequences per the Acceptable Use Policy Document.
- Students may not change, alter, bypass, or attempt to bypass any Chromebook security measures including filtered Internet sites

PRIVACY

- It is a violation to share your Chromebook or your password with anyone else, or to access any account belonging to other students, faculty, or staff

MANAGEMENT

Since the Chromebooks belong to OLQA School, OLQA School will be monitoring all devices. OLQA School also reserves the right to search Internet accounts accessed with school equipment without permission if it is felt that illegal or otherwise inappropriate use of technology is occurring. Improper use of OLQA school technology devices will result in loss of network/Internet privileges, and other consequences as per the Parent/Student Handbook

RESPONSIBILITIES

By signing the Acceptable Use Policy and this User Agreement and Parent Permission Form, students and parents or guardians agree to:

- Submit their Chromebook to school authorities upon request. Such a request may be made in order to check browser histories and caches, as well as to ensure Chromebooks do not contain any unapproved software or files
- Accept monitoring of student usage of the Chromebooks at any time, when requested by school Personnel (teachers or administration). Students and parents need to be aware that files created using the Chromebook or stored on school servers are not private
- Protect the Chromebook from damage

- If the damage is intentional, willful, or purposeful, the parents or guardians will pay the full replacement cost of the Chromebook and AC power adaptor. Replacement cost for a Chromebook would be approximately \$350

STUDENT EXPECTATIONS

As a learner I will:

1. Never leave my Chromebook unattended.
2. Make sure the Chromebook is not subject to careless or intentional damage (e.g., as a result of horseplay)
3. Ensure that, when the Chromebook is being transported, it is as secure as possible.
4. Use my Chromebook for the task assigned by my teacher at all times. Chromebooks will ONLY be used for educational purposes as directed by OLQA school faculty.
5. Print only after teacher gives permission.
6. Not decorate the Chromebook and not allow it to be subject to graffiti/defacing.
7. Not install or download software not approved by administration or teachers.

CONSEQUENCES FOR VIOLATION OF CHROMEBOOK RULES:

By signing the User Agreement, you commit to the student expectations and understand the consequences for violation.

Consequences for Breaches of the Acceptable Use Agreements

In the event a student breaches any part of the Acceptable Use Policy and/or Chromebook Student User Agreement, consequences will be imposed by the school, consistent with the policies in the Parent/Student Handbook. Each situation will be considered independently and consequences will range from a discussion about the rules and expectations regarding Chromebook usage and/or a complete withdrawal of access to all computer technology in accordance with the Parent/Student Handbook.

Student/Parent iPad/Chromebook Responsible Use Contract

I have read and understand the information contained in this document and agree to abide by the rules set forth in this document.

Child's Name _____ Grade _____

Student's Signature _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date _____