

iPad Acceptable Use Policy

(K-6 Elementary)

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 prepare 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 Program at OLQA aims to move students above and beyond embracing the four "C's" of 21st century learning: communication, collaboration, critical thinking and creativity.

General Guidelines

The iPad issued to each student is only for school use and cannot be taken home. All apps will be provided and managed by the school. 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. 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

- ✓ iPads are to be used for educational purposes.
- ✓ Internet browsing is allowed as directed by the teacher.
- ✓ Students are responsible for the general care of the iPad.

Unacceptable Use

- ✓ Altering default iPad settings
- ✓ Installing apps without teacher permission
- ✓ Playing games and using apps on the iPad not authorized by the teacher
- ✓ Not doing classwork on the iPad as directed by the teacher
- ✓ Browsing internet pages not authorized by the teacher
- ✓ Putting stickers or other effects on iPad case to personalize it

- ✓ Sending email messages not authorized by the teacher
- ✓ Using internet resources to plagiarize work
- ✓ Violating policies stated in using the school's Network and Internet resources
- ✓ Taking pictures, videos, and /or audio recordings of classmates and teachers without permission
- ✓ Habitual breaking of the iPad for example, dropping the device 2-3 times in a row

Possible Consequences

- ✓ Forfeiture of iPad use in the classroom
- ✓ Disciplinary actions including issuance of conduct slips, detention, suspension, or expulsion
- ✓ Academic performance is affected

iPad Care

- ✓ iPad should be in its protective case at all times
- ✓ Nothing heavy may be placed on the iPad
- ✓ Light pressure should be applied when touching or tapping the screen
- ✓ Care should be taken to avoid misuse and dropping the iPad
- ✓ iPad should be returned to the cart as instructed by the teacher
- ✓ Clean the screen using microfiber cloth
- ✓ Hands should be clean when using the iPad
- ✓ The iPad will never be left unattended

Equipment

Each student is issued the following equipment and is expected to return all equipment in good condition. Parents/Guardians will be held financially responsible for any damages or loss of equipment, whether accidental or purposeful.

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

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

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 email parents.

Step 3: Parents respond to email to acknowledge incident and proceed with repair.

Notes:

- We may call you to follow-up if iPad issue is resolved
- While iPad is being repaired, student is responsible for taking notes and completing classwork using alternative ways.

Student/Parent iPad 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 _____

Acknowledgement

Teacher's Name _____

Teacher's Signature _____

Date _____