

# Bishop Alemany High School

## iPad Acceptable Usage Policy 2015-16

All iPads are subject to the same acceptable use guidelines as any electronic devices used on campus. Alemany reserves the right to confiscate and search a student's iPad to ensure compliance with the Acceptable Usage Policy. Students in violation of the Acceptable Usage Policy are subject to disciplinary action, confiscation of the iPad, and removal of content. In the event of confiscation, completion of classwork remains the responsibility of the student.

### STUDENT RESPONSIBILITIES

#### Caring for the iPad

- The iPad screen is made of glass and subject to cracking and breaking if misused. Never drop or place heavy objects on top of the device.
- Only a soft cloth or laptop screen cleaning solution is to be used to clean the iPad's screen.
- Defacing of the iPad is prohibited. Note: You may decorate the case, as long as such decorations are appropriate.
- To extend battery life, turn the iPad off if it will be unused for a period of time.
- Do not subject the iPad to extreme heat or cold (do not store in vehicles).

#### Prohibited

- DO NOT attempt to "jailbreak" your iPad. This is the process which removes limitations placed on the device by Apple. This will result in severe problems for the device and subject you to disciplinary action.
- DO NOT remove the name tag on the back of your iPad.
- DO NOT access inappropriate materials. All material on the iPad must adhere to the values and mission of Bishop Alemany High School. Students must abide by the same policies as those covering the use of on-campus computers, laptops, and cell phones. Students are not allowed to view, send, upload or download, or distribute offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- DO NOT engage in illegal activities using the school's internet / e-mail accounts.
- DO NOT violate copyright laws pertaining to printed and recorded materials.
- DO NOT misuse passwords or gain unauthorized access to other student's accounts, files, or data.
- DO NOT engage in malicious use or vandalism of the iPad or its contents.
- DO NOT turn off "Location Services" in the iPad's Settings. This is to protect YOU from losses. If your iPad is lost, you can attempt to find it using iCloud's "Find My iPad" service, but your Location Services need to be turned on.

- DO NOT use the camera or microphone to record inappropriate, illicit, sexually explicit, harassing, or embarrassing pictures or words. Any use of the camera in restrooms or the locker room, regardless of intent, will be treated as a serious violation. Use of the camera or microphone in the classroom is subject to the guidelines of the classroom teacher.

## Accounts and Passwords

- Keep your usernames and passwords in a safe place.
- Use your new Alemany email address for all communications with the school, including your teachers.

## Standard School Procedures

- You will bring your iPad to every class every day. You will be using it in many different capacities, and so you must always be prepared.
- Always bring your iPad to school fully charged. Get into the habit of charging it every evening.
- All of your media needs to be stored in a virtual storage space, such as iCloud, Dropbox, Box.net or Sugarsync, so that you can access your classwork at any time, from any location and/or device. You should download the Application for one (or more) of these onto your iPad, using your Apple ID. These Applications are free. iCloud, however, is not an App—it comes with the iPad.
- Do not attempt to sync your iPad to your personal computer. It is safer and simpler to sync it to iCloud.
- Do not overload your iPad memory with personal files and apps. The main purpose of the device is using it for academic purposes. Books and apps for class use are your priority.
- Do not delete apps pushed to you by Alemany. These have been selected for widespread use and teachers will expect that you have them available at all times.
- If your iPad is not working properly, bring it to the Help Desk located in the Media Center before school, during break or lunch, or after school.
- **We highly recommend you insure your iPad.**
- If your iPad is damaged:  
Back up your data, such as notes and pictures and bring your iPad to the Apple Store for further assistance.
- If your iPad is stolen:  
Contact the local Police, where the theft occurred, and report the theft. You will need a Police Report to use the warranty.
- If you lose your iPad:  
First, log into iCloud and click on “Find my iPad”. Then report the lost iPad at the Alemany Help Desk in the Media Center. If you are unable to recover the iPad, you will be responsible for replacing it.

- A Bishop Alemany Staff Member may check your iPad at any time without warning. If you refuse to give a Bishop Alemany Staff Member necessary password(s) to gain access to the iPad, or you don't remember your password(s), the iPad will be confiscated and given to the Help Desk and the Administration will be contacted.
- You are allowed to use the iPad in any appropriate manner, as long as these activities take place when you are not in class, subject to your own parents' approval. During class time, non-academic activities are not permitted, unless specifically permitted by your teacher.

## Software and Media

- You can put your own media on the iPad, in accordance with school policy with respect to content as noted above (i.e., no profanity, etc.).
- In general, the policy is as follows: anything that is related to student productivity, and all free Apps, will be purchased by you. Some curriculum related Apps will be purchased by the school and provided. For example, below are three productivity processes Alemany would like all students to be able to perform.

1. Note taking: this includes typing, and inking (writing on the iPad screen with your finger or a stylus), importing PDFs, inking on PDFs, and exporting the inked on PDFs.

2. Document creation: the ability to create high quality documents with text, tables, graphics, and pictures.

3. Presentation creation: the ability to create high quality presentations like, but not limited to, a slide show.

These three general processes can be achieved by a variety of Apps. Bishop Alemany would like you to use the Apps that you like best to accomplish these processes. If, however, you do not have any preferences, or you do not know where to start, Alemany has set default Apps for each function.

- The Help Desk will be able to offer assistance with these three default Apps:
  1. Note taking: **Notability**.
  2. Document creation: **Pages**.
  3. Presentation creation: **Keynote**.
- **Keynote** allows exports and imports to **PowerPoint**, **Pages** allows exports and imports to **Word**. If you have a PC with **PowerPoint** and **Word**, you'll still be able to work on an assignment from different machines. **Keynote** and **Pages** also allow export and import of PDF format documents.
- You are to make iOS updates when they become available—a notification will come in the form of a little red circle, with a "1" inside, appearing at the top right corner of the Settings App icon. You can update Apps that you have purchased yourself.
- You may want to purchase extra items such as a stylus (which makes some activities easier. Regardless, your finger can always be used as a stylus) or a keyboard (if you prefer typing on a separate keyboard instead of the iPad version).
- Bishop Alemany will not be responsible for any personally own electronic devices or their accessories.

THE STUDENT MUST READ AND SIGN BELOW:

I have read, understand, and agree to abide by the terms of the above iPad Usage Policy and all other policies of Bishop Alemany High School regarding use of electronic devices on campus. Should I commit any violation or in any way misuse my access to Bishop Alemany's computer network and the Internet, I understand and agree that my access privilege may be revoked and disciplinary action may be taken against me.

NAME: \_\_\_\_\_ ID Number \_\_\_\_\_  
(Print clearly)

SIGNATURE: \_\_\_\_\_

**THE PARENT OR GUARDIAN MUST READ AND SIGN BELOW:**

As a parent or legal guardian of this student, I have read, understand, and agree that my child will abide by the terms of the above iPad Usage Policy and all other policies of Bishop Alemany High School regarding use of electronic devices on campus. I understand that access is being provided to the students for educational purposes. However, I also understand that it is impossible for the school to absolutely prevent access to all offensive and controversial materials on the Internet and understand my child's ultimate responsibility to abide by school policies. I am therefore signing this Policy and agree to indemnify and hold harmless Bishop Alemany High School and its employees against all claims, damages, losses and costs, of whatever kind, that may result from my child's use of the iPad and access to such networks or violation of the foregoing Policy and other Alemany electronic device policy statements.

I hereby give permission for my child to use the iPad and the school-approved account to access the computer network and the Internet.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Print clearly)

SIGNATURE: \_\_\_\_\_