

## **Holy Spirit High School iPad Acceptable Use Policy**

Holy Spirit High School (HSHS), through a gift from the Parker Family Foundation, is providing to members of the freshman class, an Apple iPad Air (iPad). The iPad will be yours to keep after graduation from Holy Spirit. The iPad will be used at Holy Spirit following the rules and regulations set forth in this policy.

Freshmen students and parents are required to review this document and sign the accompanying agreement to protect the hardware and software inherent with this technology.

Technology resources at HSHS 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 Student-Parent Handbook. It is understood that members of the HSHS community will use all types of computing devices and the School's network in a moral, responsible, ethical, and legal manner at all times.

HSHS retains dual possession along with the student of the iPad and related equipment. The iPad will be issued to students according to the guidelines set forth in this document. HSHS retains the right to collect and/or inspect the iPad at any time, and to alter, add, or delete installed software or hardware.

### **Acceptable Use**

The use of the HSHS technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in the school.

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 this policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied. The HSHS Acceptable Use Policy shall be applied to student infractions.

**Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.**

## **A. iPads**

### **1. Receiving Your iPad**

iPads will be distributed at the beginning of the school year during “*iPad Orientation*.” Parents & students must sign and return the iPad Acceptable Use Policy and Pledge documents before the iPad can be issued to their child.

2. Students who transfer, withdraw, are suspended or expelled from Holy Spirit High School (HSHS) during the school year, must surrender the iPad upon termination of enrollment. Failure to return the iPad will result in transcript being held. In addition, a theft report may be filed with the Absecon Police Department.
3. Students are responsible for the general care of the iPad they have been issued. iPads that are broken must be taken to the Technology Office (Room 151) for evaluation of the equipment.

## **B. General Precautions**

1. The iPad is school property and all users will follow this policy and the HSHS acceptable use policy for technology.
2. Cords and cables must be inserted carefully into the iPad to prevent damage.
3. iPads must remain free of any writing, drawing, stickers, or labels that are not the property of HSHS.
4. iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.
5. Students may not use “skins” to “personalize” their iPads.

## **C. Carrying iPads**

1. Students are responsible for providing a protective case for the iPad that has sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:
  - iPads should always be within the protective iPad case when carried.
  - Care should be taken when placing the iPad in a backpack that books, workbooks or other personal items do not damage the iPad.

## **D. Screen Care**

1. The iPad screen 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 top of the iPad when it is closed.
  - Do not put anything near the iPad that could cause pressure on the screen.

- Clean the screen with a soft, dry cloth or an anti-static cloth. Use no cleaners of any type.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

## **E. Using Your iPad at School**

1. iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, planners, calendars and schedules may be accessed using the iPad. Students must be responsible to bring their iPad, **fully charged**, to all classes, unless specifically instructed not to do so by their teacher.
2. Students who repeatedly (three or more times in a quarter) fail to bring the iPad to school or maintain a fully charged battery will be subject to a parental meeting and potentially further discipline.
3. iPads Left at Home - If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. Loaner iPads will not be available to students who forgot to bring their iPad to school or failed to charge their iPad.
4. iPad Undergoing Repair – Students will be provided with textbooks in the event that their iPad is being serviced or repaired.
5. Charging Your iPad’s Battery – iPad’s must be brought to school each day **fully charged**. Students need to charge their iPads each evening. The iPad may take up to 5 hours to fully charge.
6. Passwords - iPads will be password protected. During orientation, each student will choose a 4-digit password. This password will not be kept on record with the technology department so students should choose a meaningful but not obvious password. Students are prohibited from sharing this password with anyone else except their parents.
7. Screensavers/Background Photos – Students may choose an **appropriate** screensaver.
8. Photos – Photo/image storage on the iPad should be for school projects. Storage of student’s personal photos or downloaded images is discouraged. Any additional storage fees for photo/image storage must be incurred by the student.
9. Music, Games & Apps –
  - Care should be taken when downloading music, games or additional Apps since the storage capacity of the iPad is limited and must be available for textbooks, workbooks and other articles instructed by the teacher to be downloaded. Any additional storage fees for music, games or apps must be incurred by the student.
10. Printing – School printing services are available on a very limited basis and arrangements should be made for students to print required work at home.

11. Home Internet Access – Students are encouraged to sync the iPad to their wireless networks in their home to assist them in completing assignments at home.

#### **F. Managing Your Files & Saving Your Work**

1. Saving Your Work – Students will receive specific instruction regarding how to save their assignments. Individual's work/assignments will need specific Apps which are on the list of approved Apps.
2. HSHS makes no guarantee that the school wireless network will be up and running 100% of the time.

#### **G. Software On iPads**

1. **Originally Installed Software** - HSHS will synchronize the iPads to contain the necessary Apps for school work. The software/Apps originally installed by HSHS must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may instruct the students to add or modify software applications for use in a particular course.
2. **Periodic checks of iPads will be made to ensure that the iPad is being used appropriately.** Students may be selected at random to provide their iPad for inspection whether in person or remotely.
3. If technical difficulties occur or inappropriate Apps are discovered, the iPad may be restored from backup. HSHS does not accept responsibility for the loss of any Apps or documents deleted due to re-format or re-imaging.
4. **Software Upgrades** – Upgraded versions of appropriate Apps and the IOS are available from time to time. It is the student's responsibility to perform these upgrades. The iPad should be connected to a power source and have been recently backed up before performing an IOS update. Should there be any questions or problems, do not hesitate to ask in the Technology Office.

#### **H. Parent/Guardian Responsibilities**

To be aware of all of the responsibilities and rules outlined in the iPad Acceptable Use Policy. 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, telephones, movies, and radio.

#### **I. School Responsibilities are to:**

- Provide Internet and Email access to all students
- Provide data storage areas through acceptable Apps. These sites may be treated similarly to school lockers. HSHS reserves the right to review, monitor and restrict information stored or transmitted via HSHS owned equipment and to investigate inappropriate use of resources.

- Provide faculty/staff guidance to aid students in doing research and help assure student compliance with the iPad Acceptable Use Policy.

**J. Student Responsibilities are to:**

- Use iPads and other technology resources in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to iPad/technology 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. Use of any information obtained via HSHS designated Internet System is at your own risk.
- Help HSHS protect the iPad/technology resources by contacting an administrator or Technology Office about any security problems they may encounter.
- Monitor all activity on their account(s).
- Turn off and secure their iPad after they are finished working to protect their 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 Dean of Students' Office.
- Return their iPad to the Technology Office in the event of student transfer, withdrawal, suspension or expulsion, or if enrollment is terminated at HSHS for any other reason.

**K. Student Activities Strictly Prohibited**

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing school policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of sites selling term papers, book reports and other forms of student work.
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc).
- "Jailbreaking" of your iPad.
- Spamming – sending mass or inappropriate emails.

- Gaining access to other students' accounts, files and/or data.
- Use of the school's internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- 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 is not allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the HSHS web filter through a web proxy.
- Students are not allowed to use another student's iPad.
- **Video recording, sound recording or taking pictures of classmates, class activities or teachers is expressly prohibited without specific permission of the teacher.**

#### L. iPad Care

- Students will be held responsible for maintaining their individual iPads and keeping them in good working order. iPads must be backed up to the Cloud on a daily basis.
- iPad batteries must be charged and ready for school each day.
- Only labels or stickers approved by HSHS School may be applied to the iPad. This applies to the iPad, the student supplied cover may be appropriately decorated.
- iPads that malfunction or are damaged must be brought to the Technology Office (Room 151.) The iPad malfunction will be evaluated. All iPads have been provided with the *Apple Care + for iPad* protection policy which allows for two repairs during the first two years of ownership ( with a \$49.00 repair fee payable by student/parent.) Once those two repairs have been used – all repairs or replacement are the responsibility of the student/parent. It is the student's responsibility to maintain the iPad backup so that it may be restored in the event of malfunction or damage.
- iPads that are stolen must be reported immediately to the Technology Office and the Dean of Students who may determine that a Police report may need to be filed. The *Apple Care + for iPad* does not cover iPads which have been stolen. The replacement of the iPad is the responsibility of the student/parent.

## **M. 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, parent or in the Technology Office.
- Plagiarism is a violation of the HSHS Code of Conduct. 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.

## **N. Student Discipline**

- If a student violates any part of the iPad Acceptable Use Policy, he or she is subject to discipline as warranted which could result in suspension or expulsion.

## **O. Protecting and Storing Your iPad**

### **1. iPad Identification**

Student iPads will be labeled in the manner specified by the school and must not be tampered with in any way. iPads will be identified in the following ways:

- Serial number
- HSHS school label with barcode

### **2. Storing Your iPad**

iPads should be treated with care. Nothing should be placed on top of an iPad. Students should take their iPads home every day after school, regardless of whether or not they are needed. iPads should not be left in a student's locker overnight. iPads should not be left in extreme heat or cold. If a student needs a safe place to store his or her iPad, they may check it in with the Technology Office.

### **3. 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, locker rooms 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 Technology or Dean of Students Offices. In the event that an iPad has been turned into the offices due to not being supervised, the student will be subject to disciplinary procedures.

## **P. iPad Insurance**

Holy Spirit High School in conjunction with the agreement with Apple is providing the Apple Protection Plan which allows a broken or malfunctioning iPad to be repaired two (2) times over the life of the iPad. Broken or malfunctioning iPad should be brought to the Technology Office.

Parents are encouraged to determine whether the iPad may be covered under their Homeowner's Insurance as a result of theft, loss or accidental damage. All insurance claims must be handled between the family and insurance company.

**Q. Cost of Repairs**

HSHS in conjunction with Apple is providing the Apple Care + for iPad which allows a broken or malfunctioning iPad to be repaired two (2) times during the first two years of ownership. When the Apple Care + has been exhausted, the cost of repair or replacement is the responsibility of the student/parent.