

# St. Lucy's Priory High School

## 2017-2018 Acceptable Use Policy:

### iPad Policy, Procedures & Information

The focus of the St. Lucy's Priory High School's 1:1 iPad Program is to provide necessary tools and resources for a digital learning environment characterized by flexibility, collaboration, personalization, creativity, and technology-rich learning. The iPads will be used to provide an digital workflow of assignments and will provide electronic textbooks through apps such as iBooks, iTunes U and other iPad applications customizable by teachers to provide a current and robust offering of materials.

St. Lucy's Priory High School charges a technology fee of \$395 for the 1:1 iPad Program. This fee will be used to help cover the cost of the program.

The policies, procedures, and information within this document apply to all iPads used at St. Lucy's Priory High School, including any other device considered by the Administration to come under this policy. Individuals or teams of teachers may set additional requirements for use in their classroom.

#### **1. iPad CHECK-IN AND CHECK-OUT**

##### ***1.1 iPad Check-Out***

iPads will be checked out each fall to new students in the RRC. Parents & students must sign and return the [iPad User Agreement](#) when the iPad is issued to a student. This will be done before the start of school each fall. Students will keep the iPads for two years at which time they will return them and receive a new one.

##### ***1.2 iPad Check-in***

Students will not be required to turn in the iPad at the end of the 2017-2018 school year and may keep them through summer break.

Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at St. Lucy's Priory High School for any other reason, must return their individual school iPad on the date of withdrawal. All iPads, chargers, cables and school-provided accessories must be returned at this time.

If a student fails to return the iPad upon completion of enrollment at St. Lucy's Priory High School, that student will be responsible for the replacement cost of the device. The iPads are the property of St. Lucy's Priory High School, and students are responsible for returning them in good condition.

Any loss of or damage to an iPad is the responsibility of the student. Student iPad **MUST** be logged out of iCloud with find my Phone turned **OFF** when turned in.

## **2. TAKING CARE OF 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 should be taken to Mr. Walcha in the IT Director's Office 22B. If Mr. Walcha is not available please take them to Mrs. Littleton in the Main Office. Mr. Walcha will examine the device and determine how to proceed.

### **2.1 General Precautions—VERY IMPORTANT**

- The iPad is school property and all users will follow this policy and the St. Lucy's Priory High School acceptable use policy for technology.
- Only use a clean, soft microfiber cloth to clean the screen, no cleansers or liquids of any type except iKlear. (Spray one pump onto cloth and wipe.)
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Take care not to bump the iPad against lockers, walls, car doors, floors, etc., as it will break the screen.
- Keep food and beverages away from the iPad.
- Do not place your iPad into your backpack in a way that it might bend. The iPad can and will bend if strong pressure is applied. We suggest a special case with a flat slot of the iPad.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of SLPHS.
- An iPad should always be locked or supervised directly by the student to whom it is assigned. For instance, iPads should never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day.

### **2.2 Carrying iPads**

The student must purchase a strong protective iPad case with sufficient padding to protect the iPad from everyday use and provide a suitable means for carrying the device within the school. iPads should always be within the protective case.

## **3. USING YOUR iPad AT SCHOOL**

iPads are intended for use at school each day. Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

### **3.1 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 for the day.

### **3.2 iPads Undergoing Repair**

Loaner iPads will be issued to students when they leave their iPads for repair. There may be a delay in getting an iPad should the school not have enough to loan. Loaners are provided with the same procedures, terms, conditions, and responsibilities mentioned in this policy.

### **3.3 Charging Your iPad's Battery**

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads to 100% each evening.

### **3.4 Screensavers/Background photos**

- Inappropriate media may not be downloaded or used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Passcodes are to be used at all times. Do not share your passcode with anyone.

### **3.5 Sound, Music, Games, or Programs**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students may load school appropriate music and games; however, if these become a distraction to learning, students will lose that privilege.

### **3.6 Home Internet Access**

Students are allowed to access other wireless networks on their iPads. This will assist them with iPad use while at home. Students **are required** to have wireless access at home. If you do not have wireless internet at home please contact Mrs. Littleton in the school administration office to make special arrangements.

## **4. SOFTWARE ON iPADS**

### **4.1 Originally Installed Software**

Any software/Apps originally installed, or required, by St. Lucy's Priory High School must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course.

### **4.2 Additional Software**

Students are allowed to load extra software/Apps on their iPads under the following conditions:

- Room must remain on the iPads for school required apps and student work
- Any additional personal music, videos and/or apps loaded are subject to the policies in the code of conduct.

### **4.3 Inspection**

Students may be selected at random to provide their iPad for inspection. iPads are the property of

St. Lucy's Priory High School, and any staff member may inspect or confiscate any iPad at any time for any purpose.

#### **4.4 Procedure for re-loading software**

If technical difficulties occur or illegal software, non-St. Lucy's Priory High School installed apps are discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and re-image. Students must be logged into iCloud with their Apple ID and have iCloud Backup turned on at all times. Students are encouraged to use Google Drive storage as much as possible.

### **5. ACCEPTABLE USE**

The use of the St. Lucy's Priory High School's technology resources is a privilege, not a right. The privilege of using technology resources provided by St. Lucy's Priory High School is non-transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in St. Lucy's Priory High 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 technology resources may be denied, and the appropriate disciplinary action shall be applied. The St. Lucy's Priory High School Student Code of Conduct 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.

#### **5.1 Opt out**

- Students at St. Lucy's Priory High School are not allowed to opt out of having an iPad. Many of the learning activities in which students participate are now done via the iPad. When creating lessons, teachers consider ways the iPad can enhance the learning experience; therefore, it is imperative that students have an iPad. Should the iPad become an issue, parents should contact the Administration to see if a solution can be found.

#### **5.2 School Responsibilities**

- Provide Internet filtering of inappropriate materials on school networks.
- Immediately report any inappropriate digital content to the building principal.
- St. Lucy's Priory High School reserves the right to review, monitor, and restrict information stored on or transmitted via school owned equipment and to investigate inappropriate use of resources.
- Provide guidance to aid students in use of the device and help assure student compliance of the acceptable use policy.

#### **5.3 Students Responsibilities**

- Bring a fully-charged iPad to school every day. If student is unable to participate in class

due to an expired iPad battery or lack of an iPad, their grade may be affected.

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to iPad/computer use.
- Handle the iPad carefully and respectfully.
- Never leave the iPad unattended
- Using all technology resources in an appropriate manner so as to not damage school equipment This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via St. Lucy's Priory High School's designated Internet System is at your own risk. St. Lucy's Priory High School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Follow iPad classroom rules set up by my teacher.
- Monitoring all activity on their account(s)/device.
- Students should always secure their iPad after they are done working to protect their work information and device.
- If a student should receive inappropriate digital content, he/she should notify an adult
- Returning their iPad upon graduation or termination of enrollment. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment in St. Lucy's Priory High School for any other reason, must return their individual school iPad computer on the date of termination.
- Exclusively use apps during class that are appropriate to that class.
- Keep the iPad in a sturdy approved protective case at all times.
- Purchasing iPad upon graduation for fair market value or less. This price will be determined by the School Administration

#### **5.4 Student Activities Strictly Prohibited:**

- Jailbreaking or otherwise physically/technically altering the iPad.
- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc)
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications.

- Using the iPad to make audio recordings of another student or faculty member without their permission.
- Using the iPad camera to take photographs or videos of another student or faculty member without their permission.
- Using the iPad camera to take any inappropriate photographs.
- Students are not allowed to give out personal information over the Internet—with the exception of teacher-directed instances.
- 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 will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass, demean, or bully recipients.
- Bypassing the St. Lucy's Priory High School web filter through a web proxy.
- Students are not allowed to use any Hotspots at anytime on campus.
- No method of connecting to the internet on campus other than StLucys-Student WiFi is acceptable.
- Loan the iPad out to another individual.
- Giving the iPad password out to another individual except for the IT. Director in the case of needing repair.
- Disassembly of the iPad or attempting any repairs.
- Using any other mobile devices in class including phones, personal iPads, tablets and computers.

### **5.5 iPad Care**

- Just like any school property issued to a student for individual use, students will be held responsible for maintaining their individual iPads and keeping them in good working order. Students are responsible for any and all damage.
- iPads that malfunction or are damaged must be reported immediately. All iPad repairs must be handled through the IT. Department at St. Lucy's Priory High School.
- iPads that are stolen must be reported immediately to a school administrator.

### **5.6 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.
- Plagiarism is a violation of the St. Lucy's Priory High School Code of Conduct Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet
- Use or possession of hacking software is strictly prohibited and violators will be subject to St. Lucy's Priory High School Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by St. Lucy's Priory High

School.

### **5.7 *Off Task Consequences***

- When the iPad is being used for in-class assignments, the student is required to use the iPad exclusively for the work associated with class.
- If a student is found perusing the internet, utilizing any form of social media, checking email, engaging unrelated media, or doing anything that is not directly related to class, the iPad will be confiscated and disciplinary action will be taken according to the following steps:
  1. First Offense - Teacher Gives verbal warning to student.
  2. Second Offense - Student will email or call their parent about their behavior. The teacher will collect the iPad for that period.
  3. Third Offense - Referral to Assistant Principal, who may assign a detention.
  4. Fourth Offense - The teacher will collect the iPad for that period.
  5. Referral to Assistant Principal, who will collect the iPad and return it to a parent after conferencing with the parent and student.

### **5.8 *Consequences of Student Violation of Rules and Procedures***

- Violations may result in loss of access at the discretion of the teacher/administrator; alternative work may be substituted.
- Serious or repeat violations will be handled in accordance with the Student Code of Conduct.
- When applicable, law enforcement agencies may be involved as per the California Education Code or the California Penal Code.

## **6. PROTECTING & STORING YOUR iPad**

### **6.1 *iPad Identification***

Student iPads will be labeled in the manner specified by the school. iPads can be identified in the following ways:

- Record of serial number
- St. Lucy's Priory High School Student Name Label. This may not be removed under any circumstance.
- Find My iPad is installed on each iPad and can be used to track the location of any iPad
- All students must display their name and graduation year visibly and easily found on the interior or exterior of their case.

### **6.2 *Storing Your iPad***

Students must take their iPads home every day after school. iPads should not be stored in a vehicle at school or at home. Never leave them overnight in your locker.

### **6.3 *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, locker rooms, library, unlocked classrooms, dressing 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 main office and dealt with as a disciplinary matter.

## **7. REPAIRING OR REPLACING YOUR IPAD**

### **7.1 *Damage/loss policy***

If your iPad is lost or stolen: Sign in to icloud.com from any web browser on a Mac or PC and use the Find My iPhone app. If the lost iPad cannot be recovered, parents will be charged a \$450 fee. With a written police report, replacement cost will be discussed with administration.

### **7.2 *Cost of Repairs/Replacement***

If your iPad is accidentally broken a \$50 fee will be charged for the first incident. A \$300 fee will be charged for a second incident. In the case of a third incident, should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. You **may not** have the iPad repaired outside of St. Lucy's because any non-Apple repairs will void the Apple contract. Students will need to drop off the broken iPad and pick up a loaner iPad from the Tech Department.

Any cables and power bricks can be replaced by St. Lucy's Priory High School for \$20 per item. Optionally, you can purchase Anker replacements (\$10-12) online through Amazon or in the student books store if they are available.

## **8.0 *Proper Internet Procedures***

- All users of St. Lucy's Priory High School computers and networks are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the Internet and other online services. These rules of behavior include, but are not limited to, the following:
  1. Be polite. Do not become abusive in your messages to others.
  2. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
  3. Do not reveal your personal address, phone numbers, or that of other students or colleagues.
  4. Capitalize words only to highlight an important point or to distinguish a title or heading. Using all caps in email is considered to be the equivalent of shouting. Asterisks surrounding a word also can be used to make a stronger point.
  5. Do not place unlawful information on any network system.
- Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to, or in support of, illegal activities will be reported to the authorities.



- All communications and information accessible via the internet, including images and multimedia, should be considered to be protected intellectual property and only used according to "Fair Use" policies.
- Include your signature at the bottom of email messages. Your signature should include your name, position and affiliation.

In consideration for receiving the iPad from St. Lucy's Priory High School, each student and his or her parent or legal guardian agrees not to sue and hereby releases, waives, discharges, holds harmless, indemnifies, and defends St. Lucy's Priory High School, as well as their respective employees, personnel, staff, volunteers, agents, directors, affiliates, and representatives, from any and all liability, losses, damages, claims, actions, and causes of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, relating in any way to the use of the iPad furnished by St. Lucy's to the student.