

# St. Monica Middle School iPad Policy

## Student Responsibilities

- It is the student's responsibility to keep their iPad safe and secure.
- The whereabouts of the iPad should be known at all times.
- Students must use the protective case provided by St. Monica for their iPad.
- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused: Never drop nor place heavy objects (books, laptops, etc.) on top of the iPad.
- Only a soft cloth should be used to clean the iPad screen.
- Do not subject the iPad to extreme heat or cold.
- Do not store or leave unattended in vehicles.
- iPad batteries are required to be charged nightly so the iPad will be ready to use in school.
- If an iPad is left at home or is not charged, the student remains responsible for completing all schoolwork.
- Malfunctions or technical issues are not acceptable excuses for failing to complete school work, unless there is no other means of completion.
- iPads belonging to other students are not to be tampered with in any manner.
- If an iPad is found unattended, it should be given to the nearest member of staff.
- Items deleted from the iPad cannot be recovered. Memory space is limited.
- Students are expected to save work to their cloud account.
- While St. Monica has a robust firewall in place, there is no guarantee that offensive material will always be caught by the filter. Notify a teacher or administrator immediately if something that makes you feel uncomfortable pops up.
- If the student withdraws before graduation he/she is expected to return the school issued iPad, iPad case, USB cord, and USB Power Adapter.

## Expected Use of the iPad

- Students must not use their iPad in school hallways, on their journeys to and from school, or outside of School buildings (unless with the Teacher's permission).
- **iPads should not be out in a classroom without the teacher's permission.**
- iPads are expected to be used for academic purposes as instructed by the teacher.
- It is expected that when a student arrives at school, his/her iPad is charged and has enough power to last the entire school day. Students may not charge their iPads at school.

## Prohibited Uses (not exclusive):

- Use of messaging (e.g., email, texting, etc.) on the iPad is strictly forbidden. This includes connecting to or communicating with any unauthorized devices (e.g., Fitbits, etc.).
- **Student iPads fall under the no rescue policy. If a student fails to bring his/her iPad to school, he/she will forego the use of it for the day. Parents please do not bring the iPad to school. iPads will not be delivered to the classroom.**
- Parent/s or guardian/s, please know that Internet use on the student iPad is filtered only when the student is connected to the student wifi on St. Monica's campus.
- Parent/s or guardian/s is/are responsible for appropriate firewall and Internet filtering when the iPad is connected to networks outside of the school.
- When on campus, student wifi connections are filtered. This filtering does not extend off campus. Consequently, parent/s or guardian/s, please monitor your child's ipad usage away from campus.
- Individual parents/students are responsible for the setting up and use of any home internet connections.
- Accessing Inappropriate Materials – Students are not allow to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.

- Illegal Activities – Use of the school’s internet/e-mail accounts for financial or commercial gain or for any illegal activity is prohibited.
- Students are not allowed to decorate or put any markings on their iPad case.
- Students are not allowed to listen to music with inappropriate language/content. Listen to the words – not the beat.
- Cameras –
  - Students must use good judgment when using the camera.
  - Student agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way.
  - Any use of camera in restrooms or changing rooms, regardless of intent, will be treated as a serious violation.
  - Images of other people may only be made with the permission of those in the photograph.
  - Posting of images/movies on the Internet into a public forum is strictly forbidden, without the express permission of the Teacher.
  - Use of the camera and microphone is strictly prohibited unless permission is granted by a teacher.
- Misuse of Passwords, Codes or other Unauthorized Access: Any student caught trying to gain access to another student’s accounts, files or data will be subject to disciplinary action.
- Malicious Use/Vandalism – Any attempt to destroy hardware, software or data will be subject to disciplinary action.
- Any attempt at removing or circumventing limitations/restrictions placed on the iPad is strictly prohibited and will result in severe disciplinary action.
- Lock Screen and Home Screen – Lock screen and home screen images will be maintained by St. Monica. **DO NOT CHANGE THE LOCK/HOME SCREEN SET BY ST. MONICA.**
- Inappropriate media may not be used as a screensaver or background photo.
- Presence of pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures will result in disciplinary actions.

## **Lost, Damaged or Stolen iPad**

- St. Monica will collect iPads from all 6<sup>th</sup> and 7<sup>th</sup> grade students at the end of the school year for summer maintenance. Should your child fail to turn in his/her ipad and the iPad is lost, stolen, or damaged, replacement cost will be the responsibility of the parents.
- If the iPad is lost, damaged, or stolen the St. Monica Technology Director must be notified immediately.
- St. Monica School reserves the right to require reimbursement for any expense or loss incurred. Typically, St. Monica School will contribute up to 50% of the total cost of an initial ipad repair. Thereafter, parents are responsible for any additional ipad expenses.
- Parents are responsible for the replacement cost of any iPad accessory (e.g., USB cord, Power Adapter, iPad case, etc.).

## **Consequences of Non-compliance (include but are not limited to):**

- St. Monica School reserves the right to confiscate and search an iPad to ensure compliance with the policies stated above.
- The iPad is subject to routine monitoring by school administration and faculty.
- Devices must be surrendered immediately upon request by any member of school administration or faculty.
- Students in breach of the policies stated above may be subject to, but not limited to; disciplinary action, confiscation of ipad, repayment for any expense or loss incurred, deactivation of ipad feature(s), removal of content, or referral to external agencies in the event of illegal activity.
- In the event of non-compliance with the policies stated above, the completion of all class work remains the responsibility of the student.

**St. Monica Middle School iPad Policy**

**Date:** \_\_\_\_\_

**Student Name (please print):** \_\_\_\_\_

I have read, understand, and agree to abide by the **St. Monica Middle School iPad Policy**.

**Student Signature:** \_\_\_\_\_

As a parent/guardian of this student, I have read and understand the **St. Monica School iPad Policy**, and agree that we will abide by it. I agree to indemnify and hold St. Monica School harmless from any improper use of the School computer system by my child, and to reimburse the School for any unauthorized expenses incurred by my child.

**Parent/Guardian Signature:** \_\_\_\_\_

*Please return signed St. Monica Middle School iPad Policy.*