

Date: _____

Parent/Guardian Name (Please Print): _____

Morning Star School Jacksonville
iPad Acceptable Use Policy
2020-2021

Morning Star School (MSS) provides Apple iPads for all of our students. We believe this 1:1 environment will provide an engaging and connecting style of learning no matter which learning option a student and his or her family have chosen. The students will be issued an iPad with predetermined applications (Apps) and books installed. Students and parents are required to review the following policy, as well as sign the MSS Student Parent agreement, to protect our students, hardware, software and the MSS integrity of learning.

Technology at MSS is provided for the purpose of supporting and fostering the educational mission of the school. Morning Star's mission is to target and reach each student where they are in their educational journey. In using their iPads, students are encouraged to learn through auditory, visual, verbal, and kinesthetic learning styles that best fits and relates to the individual student.

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 Parent-Student School Handbook and Diocesan policies. The policies set clear and concise guidelines for students and their parents in regard to appropriate iPad use. All members of the MSS community will use all technology and the school's network in a responsible, ethical, and legal manner at all times. We expect our students to exercise good judgment and to utilize technology with integrity.

Morning Star School retains sole right of possession of the iPad and related equipment. The iPad will be issued to students according to the guidelines set forth in this document. MSS retains the right to collect and/or inspect the iPad at any time, and to alter, add, or delete installed software or hardware. iPads and a student's activity on iPads are monitored and managed both at school and at home.

School Responsibilities are to:

- Provide Internet access to its students while at school.
- Provide internet blocking of inappropriate materials as much as our capabilities allow for.
- MSS reserves the right to review, monitor, and restrict information stored on, or transmitted via MSS-owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research, and help assure student compliance of the Acceptable Use Policy.

Parent/Guardian Responsibilities

- Talk to your child about values and the standards that your child 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.
- It is highly recommended that parents supervise and monitor students while using technology including the use of the school iPad at home.

Student Responsibilities are to:

- Use computers/iPad in a responsible and ethical manner for academic purposes assigned by teachers only.
- Obey general school rules concerning behavior and communication that apply to iPad/computer 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, mis-deliveries or service interruptions caused by the student's own negligence, errors, or omissions. Use of any information obtained via MSS designated Internet System is at your own risk. MSS specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Help MSS protect our computer system/device by contacting an administrator about any security problems that may be encountered.
- 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 into the school administration.
- Return their iPad to the Technology Lab at the end of each school year. Students who transfer, withdraw, are expelled, or terminate enrollment at MSS for any other reason must return their individual school iPad on the date of termination.

Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing MSS policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, obscene, or morally inappropriate materials.
- Use of chat rooms, sites selling term papers, book reports, and other forms of student work.
- Use of any Messaging or Social Media services-i.e. MSN Messenger, ICQ, AIM, IMO, Facebook, Twitter, etc.
- Internet/Computer Games.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of iPad settings.
- Downloading Apps - specifically, but not limited to, any App that results in the "Jailbreak" of your iPad.
- 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 such as, but not limited to, MSN Messenger, Yahoo Messenger, email, etc.
- Students are not allowed to give out personal information, **for any reason**, over the Internet. This includes, but is not limited to, setting up internet accounts, including those necessary for chat rooms, Ebay, email, etc.
- 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 of or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
- Bypassing the MSS web filter through a web proxy.
- Students are not allowed to use another student's iPad.

Proper Care of iPad

- Keep iPad in case
- Use caution when carrying and avoid putting pressure on iPad
- Clean screen with a soft, dry cloth
- Keep the passwords assigned
- Keep iPad away from food and drink
- Use caution when charging/inserting cord
- Students should be supervised while using iPads

Failure to Follow Expectations

- Reminder/reteach expectations
- Locking of specific sites such as internet searches, APPs, camera etc.
- In school use only
- Loss of iPad for a determined time

iPad Damage or Malfunction

- Report malfunctions to Technology Department
- Repairs due to student negligence will result in a \$50 fee.
- If the iPad can not be repaired due to student negligence, it will result in a \$150 fee to replace the iPad

Morning Star School Jacksonville
Student Pledge for iPad Use

1. I will use my iPad in ways that are appropriate, educational, and that meet Morning Star School expectations.
2. I understand that my school iPad is for school use only. I may use it for academic purposes assigned by my teacher.
3. I will use appropriate language when using journals, wikis, blogs, or any other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in any activity that is harmful to other persons.
4. I understand that my iPad is subject to inspection at any time without notice, and remains the property of MSS.
5. I will follow the policies outlined in the *iPad Acceptable Use Policy* and the MSS Handbook while at school, as well as outside the school day.
6. I will take good care of my iPad.
7. I will never leave the iPad unattended and I will know where it is at all times.
8. I will protect my iPad by only carrying it while in the case provided.
9. I will never loan out my iPad or give my password to other individuals.
10. I will keep food and beverages away from my iPad since they may cause damage to the device.
11. I will not disassemble any part of my iPad or attempt any repairs.
12. I will not place decorations (such as stickers, markers, etc.) on the iPad or iPad cover.
13. I will not deface the serial number iPad sticker on any iPad.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the iPad and case in good working condition.

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I hereby release Morning Star School and its personnel from any and all claims and damages of any nature arising from my child's use of, or inability to use, the school technology, including but not limited to, claims that may arise from the unauthorized use of the iPad to purchase products or services.

I understand that it is impossible for MSS to restrict access to all controversial materials, and I will not hold the school responsible for materials accessed on the network. I also agree to report any inappropriate iPad use to the school administration. I accept full responsibility if and when my child's use of technology is not in the school setting, and understand that my child is subject to the same rules and agreements while not in school.

I accept that I am responsible to purchase the required insurance as determined by MSS.

I have read and understand the information contained in this document and agree to abide by the rules set forth.

Student Name (Please Print): _____

Student Signature: _____

Guardian Signature: _____

Date: _____

Parent/Guardian email _____

Parent/Guardian phone _____

Must be returned by August 12, 2020.