



MOTHER MCAULEY

Liberal Arts High School

iPad User Agreement for Student & Parent 2018-2019

Mother McAuley Liberal Arts High School iPad Program

Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the key learning tools today for the 21st century learner is the iPad tablet. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anywhere.

The policies, procedures, and information laid out within this document apply to all iPads used at Mother McAuley Liberal Arts High School, and they also extend to include any other technological devices considered by the Administration to come under this policy. Teachers may set additional requirements for use in the classroom, and it is each student's responsibility to familiarize herself with each of her teachers' specific policies.



Table of Contents

1. Using Your iPad at School	4
1.1. iPads Left at Home.....	4
1.2. iPads Undergoing Repair.....	4
1.3. Charging Your iPad.....	4
1.4. Screensavers / Background Photos	5
1.5. Sounds, Music, Media, and Programs.....	5
1.6. Appropriate Use in the Classroom	5
2. Managing Your Files and Saving Your Work	6
2.1. Saving to the iPad.....	6
2.2. Backing Up Work.....	6
2.3. Network Connectivity.....	6
3. Acceptable Use	6
4. Suggestions in Caring for your iPad	8
4.1. General Precautions.....	8
4.2. Screen Care.....	8
Student/Parent iPad Use Agreement – Student Contract	9
Student/Parent iPad Use Agreement – Parent Contract	10

1. Using Your iPad at School

iPads are intended for use at school each day. iPads may be used in the classroom as well as to check school messages, announcements, calendars, schedules, and gradebooks. Students are responsible for bringing their iPad to class every day.

1.1 iPads Left at Home

- If students leave their iPad at home they are responsible for getting the coursework completed as if they had their iPad present. Leaving an iPad at home is not an acceptable excuse for not having homework, projects, supplies, etc. turned in on time. Students can and will receive zeros if their homework is missing as a result of iPads left at home. If a student repeatedly (three or more times in a class) leaves her iPad at home, she will be sent to the Dean where disciplinary consequences will be decided. Disciplinary consequences include, but are not limited to: warnings, detentions, suspension, parent phone calls and/or meetings.

1.2 iPad Undergoing Repair

- Students with iPads undergoing repair are responsible for preparing for class and completing all assignments. If a student has an iPad that is in repair, it is the student's responsibility to inform teachers of any issues due to the lack of having her iPad, and she must present proof of repair to the Dean if she is requesting any extensions from teachers as a result. If it is discovered that a student has lied about a repair in order to get an extension on class work and/or tests, she will be in violation of the Code of Conduct and will suffer disciplinary actions at the discretion of the Dean. Disciplinary consequences include, but are not limited to: warnings, detentions, suspension, placement on probation, parent phone calls and/or meetings.

1.3 Charging Your iPad

- iPads must be brought to school each day fully charged. Students are expected to charge their iPads every evening. The teacher reserves full discretion if a student comes to class in need of charging her iPad. In the case that an iPad battery no longer has charging ability, she must inform her teacher of her need to sit in a seat that allows her to plug her iPad in for the entire class period. If it is discovered that a student has lied about a broken charger in order to be able to charge her iPad, she will be in violation of the Code of Conduct and will suffer disciplinary actions at the discretion of the Dean. Disciplinary consequences include, but are not limited to: warnings, detentions, suspension, placement on probation, parent phone calls and/or meetings.

1.4 Screensavers / Background Photos

- Inappropriate media and/or photos may not be used as screensavers or backgrounds. Presence or suggestion of inappropriate, illegal, and/or immoral language and/or behaviors which include, but are not limited to alcohol, drugs, weapons, pornographic materials, and/or gang related symbols or pictures will result in disciplinary actions. Disciplinary consequences include, but are not limited to: warnings, detentions, suspension, parent phone calls and/or meetings.
- Though a student may keep her iPad secure through the use of a password, the school reserves the right to search her iPad. If something is in question in regards to her iPad usage and its contents, a student will be required to tell the teacher and/or administration her personal password so that the school may search her iPad.

1.5 Sounds, Music, Media, and Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed to be downloaded on the iPad, but may only be used at the discretion of the teacher. Students may not stream videos or music while using their iPads as it slows down the McAuley network.
- Games and programs may not be used during class periods or Study Hall periods. If a student is found to be using a non-educational app or using the internet for a non-educational purpose, she may be warned by the teacher, given a detention, have her iPad taken away, and/or sent to the Dean. Should the student be sent to the Dean, she may receive disciplinary consequences which include, but are not limited to: warnings, detentions, suspension, parent phone calls and/or meetings.

1.6 Appropriate Use in the Classroom

Students are expected to use their iPads appropriately and for educational purposes at all times. Should a student not use their iPad appropriately she will be subject to disciplinary consequences which include, but are not limited to: warnings, detentions, suspension, parent phone calls and/or meetings.

- Students may not take pictures or record any other students or teachers unknowingly.
- Students may not take pictures during class time unless otherwise instructed by their teacher.
- Students may not play on the Internet or on apps during class time unless otherwise instructed to do so by her teacher.
- Teachers will utilize Apple Classroom to monitor usage during class time.

2. Managing Your Files and Saving Your Work

2.1 Saving to the iPad

- Students may save work directly to their iPads. Though storage space is available on the iPad, it is not always backed up. Google Drive is the preferred storage for student work.

2.2 Backing Up Work

- Backing up files is highly recommended as it is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. It is recommended that students back up their work by emailing themselves documents, saving files on flash drives, or using apps such as Dropbox or the student's Google drive. Google Drive is the preferred method of saving at Mother McAuley. iPad malfunctions are not an acceptable excuse for not submitting work and/or being unprepared for class.

2.3 Network Connectivity

- Mother McAuley Liberal Arts High School makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, Mother McAuley Liberal Arts High School will not be responsible for lost or missing data.

3. Acceptable Use

Technology and Internet use at Mother McAuley Liberal Arts High School, whether on a student-operated iPad or a school computer, is to be used for educational purposes that serve the school's mission.

It is expected that all Mother McAuley Liberal Arts High School students will use the iPads respectfully and for the sole purpose of deepening and enriching their educational experiences. The use of iPads in the classroom is a privilege, not a right. Students are expected to uphold the values and expectations set forth in the Mission Statement and the Code of Conduct as these two documents extend to the electronic world.

The following Acceptable Use Policy is provided to make all users, including parents, aware of the additional responsibilities associated with efficient, ethical, and lawful use of technology. If a student violates any of the following terms and conditions, she may lose technology privileges and suffer disciplinary consequences. Disciplinary consequences include, but are not limited to: warnings, detentions, suspension, loss of iPad privileges, removal of iPad apps, parent phone calls and/or meetings. When applicable, law enforcement agencies may be involved.

- Unacceptable conduct and/or illegal interaction with the information service is strictly prohibited. This includes, but is not limited to:
 - Cyber bullying or anything that can be construed as cyber bullying, including sending or displaying offensive messages or pictures or harassing and violating others
 - Using the network for any illegal activity, including violation of copyright or other contracts
 - Vandalizing the data of another user
 - Wastefully using finite resources
 - Gaining unauthorized access to resources or entities
 - Accessing inappropriate matter on the Internet
 - Using technology capabilities for cheating
 - Using technology capabilities for communicating with other students during class
 - Disabling or attempting to disable school-installed software such as internet filtering and antivirus or mobile device management
 - Invading the privacy of individuals which includes, but is not limited to accessing another person's account and/or files and taking pictures or videos of a student or teacher unknowingly
 - Posting personal communications without the author's consent
 - Posting anonymous messages
 - Use of non-educational social media networks or apps which include but are not limited to Facebook, FormSpring, MySpace, Instagram, SnapChat, and Twitter
 - Placing unlawful information on a system
 - Using abusive or otherwise objectionable language
 - Sending messages that are likely to result in the loss of recipients' work or systems
 - Degrading the good name of Mother McAuley Liberal Arts High School in any technological communication both within and outside of school
 - Sending chain letters, broadcast, chats, texts, or instant messages to a list of others
 - Use of the information services for commercial activities for profit or product advertising
 - Degrading or disrupting equipment or system performance
 - Political lobbying
 - Any other use which would violate the policies of Mother McAuley Liberal Arts High School concerning proper student conduct and/or which would violate the teaching of the Roman Catholic Church
 - Use of a non-Mother McAuley Liberal Arts High School network including, but not limited to cellular networks, "hot spots," and/or VPN
 - Students may not use approved apps for unapproved activities
 - Students may not take pictures or record any other students or teachers unknowingly

- Students may not take pictures during class time unless otherwise instructed by their teacher
- All members of the Mother McAuley Liberal Arts High School community are expected to practice netiquette while using technology. Netiquette is defined as network etiquette and includes the following:
 - Politeness
 - Use of appropriate language
 - Privacy
 - Limited disruptions
- Students are personally responsible for their use of technology as well as for what happens to their personal technology tools. Students are responsible for everything posted on their social media networks regardless of whether or not they posted them as well as for comments they post on other people's accounts. If a Mother McAuley Liberal Arts High School student is found to have a repetitive disciplinary issue due to the use of a specific app, the school has the right to delete the app from the students' iPad.

4. Suggestions in Caring for your iPad

Students are responsible for the general care of their student owned iPad and for any and all damage that might occur.

4.1 General Precautions

- Insert cords and cables carefully into iPads in order to prevent damage.
- Keep iPads in protective cases at all times.
- Do not leave iPads unattended or in unlocked lockers; know where your iPad is at all times.
- Mother McAuley Liberal Arts High School is not responsible for the loss of an iPad. Students should keep their iPads in possession at all times. If a student thinks an iPad was stolen she may report it to the Main Office.
- Do not let anyone use your iPad.

4.2 Screen Care

- Do not place books or heavy objects on your iPad.
- Keep food and drinks away from your iPad.
- Do not place anything in the carrying case that will apply pressure to the iPad.
- Only use a clean, soft cloth to clean the screen; do not use cleansers of any kind.



MOTHER MCAULEY

Liberal Arts High School

Device Name: _____

Student/Parent iPad Use Agreement Student Contract

Student Name: _____ Grade Level: _____

Parent Name: _____ Parent Cell Number: _____

- I agree to comply at all times with Mother McAuley Liberal Arts High School’s iPad and Acceptable Use Policy and Code of Conduct.
- I understand that any failure to comply with the above listed documents may terminate my rights to use an iPad at school and put me at risk of disciplinary consequences.
- I understand that any inappropriate use of my iPad will result in disciplinary action.
- I understand that my iPad is subject to inspection at any time without notice and can remain in the possession of Mother McAuley Liberal Arts High School overnight should it be deemed necessary.
- I understand that the school’s network will monitor my digital activities.
- I agree to create and maintain an iTunes account and accept responsibility for any purchases made through it.
- I understand that I am fully responsible for my iPad including any theft and damage.
- I understand that during the school day and in the classroom, I may only use my iPad for educational purposes; I may not play games or use any social media networks.
- I understand that iPad malfunctions are not excuses for being unprepared for class and/or having missing assignments.
- I understand the importance of backing up all of my information.
- I understand that I must comply with teacher directions at all times and that my teacher has sole discretion as to what is deemed appropriate during class time.
- I agree to practice digital citizenship, netiquette, and responsible social networking.

I understand and abide by the above rules and all other policies set forth in Mother McAuley Liberal Arts High School’s iPad and Acceptable Use Policy and Code of Conduct. I further understand that any violation is unethical and may result in disciplinary consequences. Disciplinary consequences include, but are not limited to: warnings, detentions, suspension, loss of iPad privileges, loss of iPad applications, parent phone calls and/or meetings, and/or expulsion.

Printed Student Name: _____

Student Signature: _____ Date: _____



MOTHER MCAULEY

Liberal Arts High School

Device Name:

Student/Parent iPad Use Agreement Parent Contract

Student Name: _____ Grade Level: _____

Parent Name: _____ Parent Cell Number: _____

- I agree to expect my daughter to comply at all times with Mother McAuley Liberal Arts High School’s iPad and Acceptable Use Policy and Code of Conduct.
- I understand that my daughter’s failure to comply with the above listed documents may terminate her rights to use an iPad at school and put her at risk of disciplinary consequences.
- I understand that any inappropriate use of my daughter’s iPad will result in disciplinary action.
- I understand that my daughter’s iPad is subject to inspection at any time without notice and can remain in the possession of Mother McAuley Liberal Arts High School overnight should it be deemed necessary.
- I understand that the school’s network will monitor my daughter’s digital activities.
- I agree to help my daughter create and maintain an iTunes account and accept responsibility for any purchases made through it.
- I understand that my daughter is fully responsible for her iPad including any theft and damage.
- I understand that during the school day and in the classroom, my daughter may only use her iPad for educational purposes; she may not play games or use any social media networks.
- I understand that iPad malfunctions are not excuses for my daughter being unprepared for class and/or having missing assignments.
- I understand the importance of having my daughter back up all of her information.
- I understand that my daughter must comply with teacher directions at all times and that her teacher has sole discretion as to what is deemed appropriate during class time.
- I agree to uphold the expectation that my daughter practice digital citizenship, netiquette, and responsible social networking.

I understand and abide by the above rules and all other policies set forth in Mother McAuley Liberal Arts High School’s iPad and Acceptable Use Policy and Code of Conduct. I further understand that any violation is unethical and may result in disciplinary consequences for my daughter. Disciplinary consequences include, but are not limited to: warnings, detentions, suspension, loss of iPad privileges, loss of iPad application, parent phone calls and/or meetings, and/or expulsion.

Printed Parent Name: _____

Parent Signature: _____ Date: _____