

# Central Catholic High School iPad Acceptable Use Policy 2019-2020

Central Catholic High School has implemented an important educational and technological one-to-one iPad program. CCHS chose the iPad for the purpose of supporting its educational mission to continually offer the best technologies and resources to challenge its students and enrich his/her education. It is the school's goal to promote educational excellence for the 21st Century Learner by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, mobile learning, and differentiated instruction. The individual use of iPads is a way to empower students to maximize his/her full potential and to prepare them for college and beyond. Providing students the opportunity to participate in a 1:1 environment will enhance each student's overall learning experience. Utilizing iPads at Central Catholic High School gives students the access to learn anywhere, anytime - both in classrooms and at home. This 1:1 personalized learning also increases access to educational technology during the school day and promotes responsible use of today's ever-changing technologies.

All iPads in use at CCHS are subject to the responsibilities and restrictions in this policy as well as the CCHS Student Mobile Device Acceptable Use Policy in the Student Handbook. This applies whether the device is student-owned or is the property of Central Catholic High School (loaner). All iPads are subject to routine monitoring by teachers, administrators, and the technology staff. CCHS technology staff will periodically monitor iPad wireless activity. In addition, CCHS reserves the right to confiscate and search all student iPads to ensure compliance with CCHS's AUP. Students must comply with rules regarding use of iPads set forth, and if asked to surrender the device, they must immediately unlock it (if applicable) and surrender it to the staff member making the request.

Students in violation of CCHS's AUP will be subject to disciplinary action under CCHS's Code of Conduct found in the Student Handbook.

It is understood that all members of the CCHS community will use all available technological devices and the school's network in a responsible, ethical and legal manner at all times.

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# **iPad Policies and Procedures**

## **1. POSSESSION AND OWNERSHIP**

### *1.1 Ownership*

Students retain sole ownership of his/her iPad and related equipment.

### *1.2 Collection and Inspection*

While the iPad is at CCHS, administration retains the right to collect or inspect the iPad at any time, and can alter, add or delete any software or content. iPads will be treated similarly to school lockers in that CCHS reserves the right to:

- Review, monitor, and restrict information stored on or transmitted via CCHS owned equipment and to investigate inappropriate use of resources.
- Remove any software or content that impedes the performance of the iPad or is deemed to be in conflict with the school's philosophy and mission.

While using the iPad in the classroom, during studies or common areas (ie. library, Baroni room) faculty and staff retain the right to collect or inspect the iPad at any time.

## **2. SOFTWARE ON IPADS**

### *2.1 School-issued apps*

School-issued apps will be distributed and installed at iPad Orientation sessions that will take place during the summer. Parents and students must sign and return the AUP before the apps can be issued to the student.

### *2.2 Original Apps*

The software and apps originally installed by CCHS must remain on the iPad in usable condition and must be easily accessible at all times.

### *2.3 Additional Apps*

Personal content should be kept to a minimum to allow for these remote installations. Personal apps and content may be removed to make room for required content.

### *2.4 Reconfiguring iPad Due To Technical Issues*

If technical difficulties occur relating to inappropriate content or tampering, the iPad will be restored to its original software configuration. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and reimage. In this event, the student may lose the privilege of iPad use.

### *2.5 Software Upgrades*

Students are responsible for upgrading versions of licensed apps, iOS and firmware when necessary.

### **3. TAKING CARE OF YOUR IPAD**

Each student is responsible for the basic care of his or her iPad - keeping it safe, charged and in good working condition.

#### *3.1. General Precautions*

- CCHS strongly recommend that you purchase a case to protect your iPad from accidental damage.
- Avoid placing too much pressure and/or weight on the iPad screen.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must never be left in an unlocked locker, unlocked car or any other unsupervised, unsecured area.
- iPads should not be used or stored in proximity to foods or liquids as a liquid spill can do serious damage to the iPad.

#### *3.2 Screen Care*

Screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

#### *3.3 Care of Accessories*

iPad cables and chargers should be cared for and stored in such a way as to prevent them from being tangled or damaged.

#### *3.4 Protecting and Storing Your iPad*

- When students are not using his/her iPad, they should be stored in his/her own secured locker
- Under no circumstances should iPads be left in unsupervised/unsecured areas.
- Students should take his/her iPads home every day after school, regardless of whether or not they are needed.
- Students should label his/her iPad.
- Students should record the serial number of his/her iPad.

### **4. USING YOUR IPAD AT SCHOOL**

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, email, calendars and schedules may be accessed using the iPad. Students must be responsible to bring his/her iPad to all classes. iPads must be brought to school each day in a fully charged condition. Students who repeatedly (three or more times in a term) fail to bring the iPad to school or maintain a fully charged battery will face disciplinary action.

#### *4.1 iPads Left at Home*

If a student leaves his/her iPad at home, he/she is responsible for getting the course work completed. Loaner iPads will not be available to students who forget to bring his/her iPads to school or fail to charge his/her iPads.

#### *4.2 iPad Undergoing Repair*

It is the responsibility of the students to repair or replace his/her personal iPads if it is broken or fails to work properly. The school is not responsible for damage caused to personally-owned iPads.

iPads that are stolen must be reported immediately to administration. Loaner iPads may be issued to a student if his/her iPad has been sent for repair.

#### *4.3 Passwords*

iPads must be passcode-protected. During orientation, each student will choose a 4-digit passcode. Students are prohibited from sharing this passcode with anyone else except his/her parents.

### **5. PERSONALIZATION**

#### *5.1 Media and Content*

CCHS administrators recognize that students will want to personalize his/her own iPad. This will be allowed provided the following conditions are met:

- Inappropriate media and content of any kind including but not restricted to photos, wallpapers, images, music, sound, documents, files, iOS apps or games is prohibited.
- Presence of pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols, pictures or likenesses will result in disciplinary action.
- Media and content of any kind must in no way restrict the student from his or her ability to use apps or content necessary for the classroom.
- Media and content of any kind must in no way detract from the classroom or school environment and must align with the school mission, philosophy and student code of conduct.

#### *5.2 Photos and Video*

Photo and image storage on the iPad will be permitted for both class and personal use, provided the same conditions are met that are listed in 5.1. **Photos, audio and video recording may not be taken of teachers, staff, or students without their permission.** The nature of all photos and video must align with the school's philosophy and mission. Disciplinary consequences will be issued if inappropriate subject matter is used in photos or video.

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

Provided that all conditions are met as listed in 5.1, CCHS administration will allow students to add his/her own music, apps and content to his/her iPad.

- Students may sync his/her iPad using his/her own personal iTunes accounts.
- Unless permission is obtained from the teacher for instructional purposes.
- Within the school building, ear buds must be used unless permission is obtained from the teacher.
- Students may not access games, music, and other apps during class time that are not intended for educational use. Teachers have the right to determine what constitutes educational use.
- Students may not access games, music, and other apps during homeroom or studies that are not intended for educational use unless permission is obtained from the teacher.

### **6. WIFI INTERNET ACCESS**

Students will connect his/her iPad to CCHS's secure wireless network and be subject to web-content filtering. 3G/4G/5G capabilities must be turned off during the school day. **Creating and using a VPN**

**(virtual private network) is strictly prohibited. Students using their cell phone phones or other device as “hot spots” is strictly prohibited.**

## **7. MANAGING YOUR FILES AND SAVING YOUR WORK**

### *7.1 Saving Work*

It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work; therefore, students should back up all work.

### *7.3 Network Connectivity*

In the rare case that the network is down, CCHS will not be responsible for lost or missing data.

## **8. ACCEPTABLE USE**

The use of the CCHS technology resources is a privilege, not a right. The privilege of using the technology resources at CCHS 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 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 and/or legal action shall be applied. Violations may result in disciplinary action up to and including expulsion for students. When applicable, law enforcement agencies may be involved.

### *8.1 Parent/Guardian Responsibilities*

Talk to your children about values and the standards that your children should follow regarding the use of the iPad, just as you do on the use of all media information sources such as the Internet, television, telephones, movies and radio. In addition,

- Monitor your child's treatment and care of the iPad in order to help instill in them a pattern of responsible ownership
- Encourage your child to charge the iPad nightly
- Use your child's iPad to access your child's planner in order to be aware of classroom responsibilities
- Encourage your child to refrain from participating in negative social networking and all types of cyber bullying and harassment

### *8.2 School Responsibilities*

- Provide Internet (at school) and email access.
- Provide staff guidance to aid students in doing research and help assure student compliance with the acceptable use policy

### *8.3 Student Responsibilities*

- Use computers/iPads in a responsible and ethical manner
- Follow all policies with regard to responsible care of the iPad and accessories

- Obey school rules concerning behavior and communication that apply to iPad/computer use
- Turn off and secure his/her iPad after work is finished to protect work and information
- Back up all work

#### *8.4 Student Activities Strictly Prohibited*

- During lunch blocks, students may not access any mobile device in support of the CCHS tech free lunch initiative.
- Illegal installation, appropriation, or transmission of copyrighted materials
- Using the iPad during academic classes for non-academic purposes (ie. play games, send messages, view pictures)
- Any action that violates existing CCHS policies, CCHS student handbook, or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials or those that can be interpreted as harassing or demeaning
- Using the iPad camera, video, Face Time or other apps in any way that is offensive, profane, threatening, obscene, or damaging to another person
- Taking photographs, audio or video of other students, guests, or school personnel without his/her permission
- Use of screen protector that prohibits others from viewing screen
- Use of chat rooms and websites selling term papers, book reports and other forms of student work
- Use of bit torrents or illegal file-sharing sites
- Spamming, sending mass or inappropriate emails
- Gaining access to other students' accounts, files, and/or data
- Use of the school's Internet, network or e-mail accounts for financial or commercial gain or for any illegal activity
- Use of any form 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
- Bypassing the school's web filter through a proxy server, VPN, hotspot or using 3g/4g.
- Using another student's iPad
- Students are not allowed to send mass emails to the Central Catholic community or to any outside groups

#### *8.5 Legal Propriety/Copyright*

All students must 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 CCHS 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. Use or possession of hacking software is strictly prohibited and violators will be subject to CCHS student handbook policies. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action.

#### *8.6 Policy Violations and Disciplinary Consequences*

If a student violates any part of the above policy, the following consequences may apply as determined by the appropriate assistant principal.

A student found in violation of these guidelines will receive the following consequences:

1. 1<sup>st</sup> offense – Three (3) school detentions are assigned and the Dean of Students will communicate consequences by phone with the parents/guardians.
2. 2<sup>nd</sup> offense – Five (5) school detentions are assigned and the Dean of Students will meet with the parents/guardians.
3. 3<sup>rd</sup> offense – Five (5) school detentions are assigned and student could face potential suspension.

## **9. IPAD INSURANCE**

### **9.1 School Protection**

CCHS strongly recommends that the parent/guardian purchase insurance coverage for accidental damage. The iPad may be covered by a homeowner insurance policy, but repair costs for damage may not exceed the deductible. To pursue extra coverage, you can check with the retailer where you purchase the iPad or contact your family insurance agency or AppleCare+. Central Catholic High School is not responsible for lost, stolen or damaged iPads. We recommend you purchase AppleCare+ because the iPad is an Apple product. Central Catholic High School does not profit from these recommendations.



