



# iPad Usage Policy

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## 1. Introduction

The focus of the Our Lady of Good Counsel's Catholic School iPad initiative is to provide students with the tools and resources to compete and excel in an increasing technologically competitive landscape through a fully integrated use of technology by both the students and teachers in our middle school. Increasing students' access to technology is essential in preparing students to maximize their potential for high school and college preparation and the workplace. Our Lady of Good Counsel's focus is to enhance the learning and culture of the school, while providing a safe environment for students to engage and enhance their religious and educational studies.

The iPad initiative will enable students to have access to the same technology both in the classroom and outside the classroom. Student learning is enhanced with this essential study tool, and it allows each student to extend the classroom lesson at his/her own pace.

As the primary educator of their children, parents are encouraged to talk to their children about the values and standards that children should follow when using the iPad and applications that access the Internet such as e-mail and web browsing.

Parents will purchase the students' iPad through the school over the course of their middle school years. The iPads will be distributed the 1<sup>st</sup> week of school. The school will install predetermined applications (Apps). Students and parents are required to review this document, as well as sign the accompanying agreement to protect the hardware and software inherent with this technology.

## 2. General Information

The procedures and information within this document apply to all middle school students' iPad use at Our Lady of Good Counsel Catholic School. Teachers may set additional requirements for use in their classroom.

### 2.1 Parts of the iPad

The iPad system purchased through the school will include: an iPad, lightning to USB cable, USB power adapter, and case-keyboard combination with USB cable. Required accessories include: soft zip bag and earbuds. Other options include: stylus, screen protector and portable battery.

### 2.2 Distributing the iPad

iPads will be distributed the first week of the academic year. A parent/legal guardian and student must read the Technology- Acceptable Use Policy, found in the Appendix of this document and sign the attached Student Pledge for iPad Use form before the iPad can be distributed to the student for the academic year.

### 2.3 Setting up the iPad

Maximum transparency and integration of the technology, maintaining a safe and Catholic environment, and ensuring private programs are stored elsewhere is part of the set-up process. The school will install, approve, or oversee the installation of software and apps.

### 2.4 End of year iPad

At the end of the year, the iPad, lightning to USB cable, USB power adapter, and case-keyboard combination with USB cable will be collected for maintenance over summer vacation. Students will retain their original iPad

each year while enrolled in OLGC 6<sup>th</sup> – 8<sup>th</sup> grades.

Any student who transfers out of OLGC will be required to return the iPad, lightning to USB cable, USB power adapter, and case-keyboard combination with USB cable. If a student leaves after one or two years of using the iPad, they will be given the option to complete payment on their iPad and keep it.

### 3. Care of the iPad

The iPad is the property of the school and all users will follow the Technology-Acceptable Use Policy in the Parent Student Handbook. Students are responsible for the general care of the iPad. iPads that are broken or fail to work properly must be taken care of as soon as possible. It is the responsibility of the student's family to call AppleCare and process the insurance claim. See Section 9, Loss or Damage, for more details.

#### 3.1 General Precautions

- ✓ Only use a clean, soft cloth to clean the 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 unsupervised area.
- ✓ iPads must never be exposed to extreme temperatures.
- ✓ Keep food and drink away from the iPad.
- ✓ Use the iPad at a table so that the potential for droppage and being stepped on is minimized.
- ✓ Students are responsible for keeping their iPad's battery fully charged for school use each day.
- ✓ See Student iPad Pledge at end of document for more details.

#### 3.2 Carry and Transporting iPads

Students must keep their iPads in the provided Case-keyboard combination to protect the iPad. Soft zipper bags or other approved outer cases are also required for protection and identification.

Students must keep iPads in their backpacks or in a designated location when they are participating in after school co-curricular activities.

Students must keep iPads in their lockers when going to lunch and recess.

#### 3.3 Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Avoid placing too much pressure and/or weight (such as folders and workbooks) on the iPad screen.

- ✓ Do not lean on 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 cover.
- ✓ Clear the screen with a soft dry cloth or anti-static cloth.
- ✓ Do not bump the iPad against lockers, walls, car doors, floors, etc. as it will break the screen.

## 4. Using your iPad at School

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

### 4.1 iPad 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. If a student repeatedly leaves their iPad at home, the school will contact parents and possibly invoke disciplinary action.

### 4.2 iPad Undergoing Repair

A loaner iPad may be issued to a student when their assigned iPad is in need of repair. There may be delay in getting an iPad should the school not have enough to loan. The student's parent/guardian should immediately call AppleCare to process the repair. Steps are outlined in Section 9, Loss or Damage, of this document.

### 4.3 Charging your iPad's Battery

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. For repeat violations, the school will contact parents and possibly invoke disciplinary action.

### 4.4 Passwords for iPad and school e-mail

iPads will be password protected. Each student will be issued a password on the first day of school. This password will be kept on record with the Technology Department and may not be changed without school permission. Students are prohibited from sharing this password with anyone else except their parents. Our Lady of Good Counsel Catholic School will provide a password to each student for his/her e-mail account. This password may not be changed by the student.

### 4.5 Screen Savers, Background Photos, and Other Media

Our Lady of Good Counsel Catholic School will do all in its power to ensure that the material on the iPad always conforms to our values and mission. Inappropriate media may not be used as a screensaver, background photo, sounds, etc. Inappropriate media includes, but is not limited to the following: presence of guns, weapons, pornographic materials, inappropriate language, tobacco, alcohol, drug, gang related symbols or pictures, and violations will result in disciplinary action and parent notification.

### 4.6 Personal Apps

Parents and students may submit a request for a limited number of additional apps that meet age appropriate guidelines and are needed to aid the student's learning process. New apps may be installed after approval from the Technology Department at Our Lady of Good Counsel Catholic School. If at any time device storage/space becomes an issue additional apps may be removed.

### 4.7 Sound, Music and Photos

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students may use earbuds for this purpose. Music and photos are prohibited unless specifically instructed by a teacher for classroom use during a lesson.

### 4.8 Printing

It is expected that student work will be turned in electronically, however, if there is a need to print, the Technology Department or teacher will make arrangements to print.

#### 4.9 Home Internet Access

Students are allowed to connect to other wireless networks on their iPads when not at school.

#### 4.10 iPad Inspection

Laws within the United States clearly determine the limited privacy rights of students. All iPad activity, including communications, internet history, or other uses, are subject to monitoring by Our Lady of Good Counsel Catholic School. Faculty and staff of Our Lady of Good Counsel Catholic School may inspect and, if they deem necessary confiscate, any student's iPad at any time without prior notice. The parent/guardian will then be contacted and a meeting will be scheduled. Offending material will be deleted and, if warranted, disciplinary action will be taken.

### **5. Managing your files & saving your work**

#### 5.1 Saving your work to a backup location

Any work students create on their iPad must be backed to a storage location. Students will be provided with the necessary training in how to back up their work.

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

### **6. Software/Apps on iPads**

#### 6.1 School Installed Software

The software installed by Our Lady of Good Counsel Catholic School must remain on the iPad and be easily accessible at all times. From time to time, the school may add or remove software for use in a particular course or a change in overall curriculum.

Periodic checks of iPads will be made to ensure that students have not removed required apps or added apps that are not in accordance with school policy.

#### 6.2 Procedure for Re-loading Software

In the event an iPad needs to be restored to factory settings, the device will need to be submitted to the Technology Department for resetting and app installation.

#### 6.3 Software Upgrades and Syncing

Upgrade versions of the licensed software/apps are available from time to time. Upgrades may be done remotely during the school day, or students may be required to check in their iPads for periodic updates and syncing.

## 7. Acceptable Use of iPad

### 7.1 Statement of Responsibility

The use of Our Lady of Good Counsel Catholic School resources is a privilege, not a right. The technology resources provided by the school is not transferable or extended to people or groups outside the school and is terminated 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 section of this policy, privileges may be limited or terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied. The Technology-Acceptable Use portion of the Student Handbook shall be applied to student infractions.

### 7.2 Parent /Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you would on the use of all media information sources such as television, telephones, movies, social media and radio. Parents should monitor their student's usage (see Parent/Guardian Guidelines For Monitoring Student iPad Usage in the Appendix for guidelines).

### 7.3 School Responsibilities

- ✓ Provide internet and e-mail access to its students.
- ✓ Provide internet blocking of inappropriate materials as able.
- ✓ Provide staff guidance in training, ability to aid students in doing research and help assure student compliance of the Technology- Acceptable Use portion of the Parent Student Handbook.
- ✓ Provide training for teachers, students and parents in the use of technology.

### 7.4 Student Responsibilities

- ✓ **iPad should only be used for school purposes for assignment given in class at ALL times; this is an educational tool not an entertainment device.**
- ✓ **While in class, iPad should only be used for THAT class. Only exception is if teacher during that class states that other work can be done and is aware of the work.**
- ✓ **At no time can a student take a picture, record a voice, or video any person in school (UNLESS it is for an assignment and ONLY with permission of teacher and person being recorded).**
- ✓ Obeying general school rules concerning behavior and communication that apply to network use and according to the Technology-Acceptable Use portion of the Student Handbook.
- ✓ Using computer/devices in a responsible and ethical manner.
- ✓ Using all technology resources in an appropriate manner so as to not damage school equipment.
- ✓ Helping Our Lady of Good Counsel Catholic School protect our computer system/device by contacting an administrator or teacher about any security problems they may encounter.
- ✓ Monitoring all activity on their account(s).
- ✓ Students should always turn off and secure their iPad after they are done working to protect their work and information.

- ✓ Students will be held responsible for maintaining their individual iPad and keeping them in good working order.
- ✓ If a student should receive e-mail or other electronic message containing inappropriate or abusive language or if the subject matter is questionable, he/she should bring it to the teacher's attention.
- ✓ iPads that are stolen while on school property must be reported immediately to a teacher and/or the Technology Department.

#### 7.5 Student Activities Strictly Prohibited

- ✓ Illegal installation or transmission of copyrighted material
- ✓ Any action that violates existing School policy or public law.
- ✓ Sending, accessing, uploading, downloading or distributing offensive, profane, threatening, pornographic, obscene or sexually explicit materials.
- ✓ Use of chat rooms, sites selling papers, book reports or other forms of student works.
- ✓ Use of any messaging services, unless authorized by a teacher for classroom use during lesson.
- ✓ Use of outside data disks or external attachments without prior approval from administration.
- ✓ Changing of iPad settings (exceptions include personal settings such as font size, brightness etc.).
- ✓ Gaining access to other student accounts, files and/or data.
- ✓ Bypassing the Our Lady of Good Counsel Catholic School web filter.

#### 7.6 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.

#### 7.7 Student Discipline

The discipline procedure at Our Lady of Good Counsel Catholic School Handbook addresses serious and major offenses such as stealing and destruction of school or personal property, which apply to the iPad device. Violations of the Student Pledge for iPad Use and the Technology-Acceptable Use portion of the Student Handbook may result in disciplinary measures, including, but not limited to demerits, detentions, suspension, and/or expulsion of the student from the school. When applicable, law enforcement agencies may be involved.

## **8. Protecting & Storing Your iPad**

### 8.1 iPad Identification

Student iPads will be labeled in the manner specified by the school. iPads can be identified, by record of serial number.

### 8.2 Storing Your iPad

When students are not using their iPads, they should be stored appropriately. Nothing should be placed on top of the iPad, when stored. Students are to take their iPad home every day after school, regardless of whether or not they are needed.



## 9. Loss, Damage, Replacement

### 9.1 iPad – Loss, Damage, Replacement

Parents/guardians are responsible for loss or damage of the iPad and case. The iPads are insured with AppleCare. Parents/guardians will be responsible for filing a claim (and paying a fee – approximately \$40) with Apple Education if there is damage. To begin the process call 1-800- 800-APPL (2775), select Tech Support (should be Option 3) and give them the serial number, report the damage and they will send you a box. Make sure to tell them that we need ENGRAVING on the back and spell out the words from the back of the current iPad to confirm (e.g., Our Lady of Good Counsel School, Vienna, VA – Pack #?? – where ?? is the Pack # assigned to your student's iPad). Give them your name and address. Once they send the box, peel off the top label and the Apple address will be there. Take the case-keyboard combination cover off the iPad and send just the iPad back in the packing and box (WITHOUT any cords).

Additional insurance can be purchased through one of the following programs:

<http://www.apple.com/support/products/ipad.html>

<http://www.squaretrade.com/>

If the loss or damage is not covered under insurance, then the parent/guardian is responsible for replacing the iPad according to the specifications given by the school.

### 9.2 Case-keyboard combination – Loss, Damage, Replacement

During the warranty period of the case-keyboard combination (usually six months), families should arrange for a replacement with the school's vendor by contacting the technology department ([mbriody@olgcschool.org](mailto:mbriody@olgcschool.org)). After the warranty period, the school will provide acceptable options for replacement cases and the parent/guardian will be responsible for purchasing. *Most likely cases and keyboards will not last the entire three years of middle school.*

If the loss or damage to the Case-keyboard combination is not covered under warranty, then the parent/guardian is responsible for replacing the Case-keyboard combination according to the specifications given by the school.

## 10. Hold Harmless/Indemnification

Each parent/guardian/student agrees not to sue and hereby releases, waives, discharges, holds harmless, indemnifies, and defends Our Lady of Good Counsel Catholic School and the Catholic Diocese of Arlington, 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 by the student.

Sources: Academy of  
Holy Names St. Odilia  
School  
Tampa Catholic High School  
St. Stephen's Catholic School  
St. Theresa Catholic School

## **Appendix**

### **Parent/Guardian Guidelines for Monitoring Student iPad Usage**

Our Lady of Good Counsel Catholic School recommends the following actions for monitoring student use of their iPads:

- ✓ Routinely check the search and URL history to view the sites your student has visited. If the history is being deleted, discuss the importance of leaving it available for you to monitor.
- ✓ Require student to use the iPad in a common area of the house so you can monitor the websites they are viewing.
- ✓ Require student to use at a table or desk to reduce chance of droppage or the iPad being stepped on.
- ✓ Charge the iPads in a common area of the house each evening.
- ✓ Know all passwords that your student has created.
- ✓ Remind students of the importance keeping private information and passwords confidential. They should not share their information with anyone except you.
- ✓ Remind students that they are responsible for what is on their device, even if someone else put it there. Devices should not be shared.

# Technology – Responsible Use Policy

Excerpt from Parent Student Handbook 2021-2022 (pages 7-9)

## ***TECHNOLOGY – RESPONSIBLE USE POLICY***

There is no expectation or right to privacy or right to freedom of speech when using the school's computer resources, which are the school's property. Any use of the school's computers and Internet access must be in support of education and research and be consistent with the educational objectives of the Office of Catholic Schools.

Using school facilities for Internet access and e-mail is a privilege, not a right. Inappropriate use which includes, but is not limited to, unauthorized transmittal or improper use of copyrighted materials or materials protected as trade secrets; transmission of threatening or obscene materials; vandalism of computer files; and violation of computer security as determined by the school administration can result in a cancellation, denial, suspension and/or revocation of those privileges by the school administration and also subject the user to other disciplinary action.

Electronic and/or digital communications with students should be conducted for educationally appropriate purposes and employ only school sanctioned means of communication.

Users must adhere to local school policy that may further define uses of mobile devices. Access will be determined by the administration of the school. If a particular mobile device is to be used for an educational purpose, the school administration and/or teacher will provide parameters for this use.

Additional responsibilities for use of school facilities for the Internet and e-mail are:

- a. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
- b. Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others without their authorization/permission.
- c. Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Operators of the network/system have access to all mail. Messages relating to, or in support of illegal activities, may be reported to the authorities.
- d. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.
- e. Any attempt to log onto the Internet or the school's network/system as a systems administrator will result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s), or system(s) may be denied access to the school's computers, networks, and/or systems.
- f. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
  - i. Messages to others shall be polite and shall not be abusive.
  - ii. Messages shall use appropriate language and shall not use obscenities, vulgarities, or other inappropriate language.
  - iii. Use of the network shall not disrupt use of the network by others.
- g. The Diocese/school makes no warranty of any kind, whether express or implied, for Internet service. The Diocese/school will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence, user errors, or omissions. Use of any information obtained via the Internet is at the user's risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- h. Examples of Unacceptable Uses – Users are not permitted to:

- i. Use technology in sexting or cyber bullying: to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
  - ii. Post, publish, or display any defamatory, inaccurate, violent, abusive, profane, or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude, or threatening language. Users must not knowingly or recklessly post false information about persons, students, staff, or any other organization.
  - iii. Use a photograph, image, video, or likeness of any student or employee without express permission of the individual, individual's parent/guardian, and the principal.
  - iv. Create any site, post any photo, image, or video of another except with express permission of that individual, individual's parent/guardian, and the principal.
  - v. Attempt to circumvent system security.
  - vi. Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
  - vii. Violate license agreements, copy disks, CD-ROMs, or other protected media.
  - viii. Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
  - ix. Breach confidentiality obligations of school or school employees.
  - x. Harm the good will and reputation of the school or school employees.
  - xi. Transmit any material in violation of any local, state, or federal law. This includes, but is not limited to: copyrighted material, licensed material, and threatening or obscene material.
- i. Users must immediately report damage to the appropriate school officials.
  - j. The school has the right to monitor student use of school computer, computer accessed content, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images, video, or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image and/or video-sharing sites, live webcasting, and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.
  - k. Violation of the above policy will be dealt with by the administration of the school. Violation of this policy may result in any or all of the following:
    - i. Loss of use of the school network, computers, and software including Internet access.
    - ii. Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.
- l. The school retains the right to discipline students for their actions, regardless of when or where they occur, when those actions negatively impact the school's image, reputation, and/or the safety and well-being of the school community. This covers inappropriate behavior in cyberspace including but not limited to messages, chat room commentary, comments/pictures, postings on social networking sites, blogs, wikis, gaming chats, digital transmissions, and other technology related activity.

Student Name: \_\_\_\_\_

Homeroom: \_\_\_\_\_

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### Student Pledge for iPad and Technology Use

- ✓ I will take good care of my iPad.
- ✓ I will never leave my iPad unattended.
- ✓ I will never loan out my iPad to other individuals.
- ✓ I will know where my iPad is at all times.
- ✓ I will charge my iPad's battery daily prior to coming to school.
- ✓ I will keep food and beverages away from my iPad.
- ✓ I will not disassemble any part of my iPad or attempt any repairs.
- ✓ I will protect my iPad by only carrying it with extreme care and in a case provided by my parent/guardian.
- ✓ I will use my iPad in ways that are appropriate and educational; meeting Our Lady of Good Counsel Catholic School's expectations. (refer to Section 7.4, Student Responsibilities)
- ✓ I will not deface the sticker on any iPad and will not add any stickers.
- ✓ I will file a report in case of theft, vandalism, and other acts which occur outside school.
- ✓ I will be responsible for all damage or loss caused by neglect or abuse.
- ✓ I understand that I may lose my iPad privileges as a result of my inappropriate behavior.

I understand and agree to the stipulations set forth in the

➡ Student Pledge for iPad Use (above)

➡ iPad Usage Policy Handbook

➡ Technology-Acceptable Use Policy, Parent Student Handbook (pages 7-9)

Print Student Name: \_\_\_\_\_

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

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

Print Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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