

TECHNOLOGY AGREEMENT AND USE POLICY

Cathedral Preparatory School/Villa Maria Academy iPad Technology Agreement and Use Policy 2021-2022

To enhance learning, enrich the educational experience, and provide for the acquisition of twenty-first century skills, every student is issued an iPad upon their enrollment to Cathedral Prep/Villa Maria. This incredibly powerful tool aids the student in many aspects of academic life and distinguishes Cathedral Prep/Villa Maria as a model of academic excellence.

The iPad is the property of the school so students must take the utmost care of their assigned iPad to ensure it is in good working order when it is to be returned to the school. The following policies and procedures governing the iPad and other school computers must be followed. Infractions will result in appropriate disciplinary action, up to and including limitations/revocation of technology privileges, restitution, expulsion, and involvement of legal authorities.

The Administration, in conjunction with the Technology Department will be the sole arbiters of interpretation, violation and penalization of every aspect of the Technology Policy.

I. Acceptable Use

- School Computers
 - School Computers shall be used expressly for the completion of class requirements or other legitimate educational purposes.
 - Students can only use software that is pre-installed on school computers. No other software is to be installed on these computers.
 - Misuse of school computers will result in loss of computer privileges and additional disciplinary action if deemed necessary.
- School iPads and Student Data
 - Student data files and other electronic storage areas such as Office 365 will be treated like school lockers. This means that such areas shall be considered school property subject to control and inspection. The Technology Department may access all such files and communications to ensure system integrity and that users are complying with the requirements of this policy and accompanying regulations. Students should NOT expect that information stored anywhere on their iPad, Office 365 or in their e-mail will be private.
 - Misuse of school iPads will result in confiscation and search of the iPad. If violations of the technology agreement are found on the iPad it will be restored to the school default settings resulting in the loss of all installed media and any school assignments that were not backed up. Students will be held accountable by their teachers for assignments that are not complete because their iPad was restored due to misuse. Additional disciplinary action and or loss of privileges/features may be taken by the school depending on the severity of the infraction.
 - Music, video, books, etc. henceforth referred to as “media” are allowed to be installed on student iPads as long as the student is the owner of that content. For example, a song purchased by a student on iTunes is allowed on his/her iPad but a

copy of the song is not allowed to be placed on another student's iPad. Each student must pay for his/her own copy of the song.

- Media must not be offensive to others (Faculty, Staff, Administration, other students)

II. General Information

- Loss of School Property – Students are responsible for the loss of computer devices, including iPads that are assigned to them. An optional insurance policy is available to cover the cost of lost or stolen iPads for \$25 per school year. The policy goes into effect once the payment is made, so parents are encouraged to pay at the time of iPad pickup. The deadline for purchasing the insurance is September 10, 2021. Coverage expires the first day of the following academic year. The student will be responsible for the replacement cost of the device if it is not found and they didn't pay for the optional insurance. Any missing or stolen equipment must immediately be reported to the Technology Center and if appropriate the nearest law enforcement agency. Every effort will be made to locate and recover the missing device.
 - Procedures for Reporting Theft Outside the School
 1. Report immediately to the law enforcement jurisdiction where the loss/ theft occurred and file a report.
 2. Request a copy of the police report to give to the school.
 3. Bring a copy of the police report to the Finance Department and the Technology Department.
 - Procedures for Reporting Theft Inside the School
 1. Report immediately to the Technology Office to make an inquiry.
 2. Retrace all steps taken since the loss of the equipment. Check with teachers, friends, etc.
 3. Report immediately to the Assistant Vice President to make a missing device report.
 4. Follow the above procedures for reporting outside the school.
- Damage of school property
 - Students are responsible for damage to computer devices.
 - Computer equipment, including iPads, must be reported immediately to the Technology Center so that the device can be repaired or replaced.
 - During the repair process a loaner device will be provided so the student can complete their assignments and be prepared for class. **Damages to loaned equipment must be paid for by the student.**
- Unattended iPad – iPads are not to be left unattended and should be secured in a locker when not in use.

III. iPad Check out Procedure

All of the following criteria must be met, or the iPad will not be checked out to you:

- Both student and parent/guardian must report to the Technology Office during the scheduled check out times.

- A completed signed copy of this agreement. (Only the last page is needed)
- A completed signed copy of the ACCEPTABLE USE and INTERNET SAFETY POLICY. (Only the last 2 pages are needed)
- Photo identification.

Once the equipment has been checked out, it is in the full possession and responsibility of the student.

The assigned iPad will include:

1. iPad
2. Charger
3. Dock Cable
4. Protective Case

IV. iPad Return Procedure

All items that were checked out to the student when the iPad was assigned must be returned when the student graduates, transfers out or when the school upgrades students to a newer iPad. When the iPad and accessories are returned, they will be inspected for damages. Damages outside of normal wear and tear must be paid for by the student or parent at the time of return. There may be late fees if a student cannot return the iPad during the designated times, please contact the Technology Center. If a student does not return the iPad or make arrangements for return, he/she will be billed the market value of the iPad.

V. Proper Use/Care

- The iPad and all accessories may not be used at any time by anyone other than the student whom they are issued.
- No stickers, writing, scratching etc. may be placed on the iPad, case, or accessories.
- Students are responsible for backing up important files.
- iPads must always be in their school issued protective case. Alternative cases are not allowed.
- Students are responsible to charge the battery at home the night before school.
- No food or drink may be consumed near the iPad.
- Do not leave the iPad in direct sunlight, or in places of extreme temperature like a car in the middle of summer or in the middle of winter.
- Take the iPad to the Technology Center for repair. Do not attempt to dismantle or repair the iPad yourself.
- Do not attempt to hack or jailbreak the iPad.
- Do not attempt to bypass, disable, or uninstall security software installed on the iPad.

VI. Repairs

Any questions or repairs must be taken care of outside of class time. Report to the Technology Center for technical support or repair.

VII. Warranty Information/Assessment of Costs

If a problem is caused by manufacturer defect it will most likely be covered under the iPad warranty. Accidental damage warranty coverage is subject to the terms set by the warranty provider who will ultimately decide whether or not the damage will be covered. Here is a summary of the accidental warranty coverage:

- Two incidents are covered under this warranty per year.
- Each incident will cost the student a \$30 deductible.
- Any incidents occurring after the 2nd warranty claim will not be covered and the student will have to pay the full cost of repairs.
- See <http://images.apple.com/legal/applecare/docs/applecareplusforipadenglish.pdf> for warranty details.

Intentional damage or willful neglect will not be covered by the accidental damage warranty and the student will pay for the damages out of pocket. Examples of damage not covered by warranty:

1. Throwing or punching the iPad
2. Carrying iPad unprotected in the rain
3. Leaving in extreme temperatures
4. Damage caused while not in the case

VIII. User Accounts

- **School Account**

The school will provide students with a username and password for access to school computers, email, network files, and internal web sites. Students are responsible for activities on this user account so he/she must protect his/her account from being used by others. Students should be sure to log out of public computers when finished and do not share your account information with anyone. If a student thinks someone is tampering with his/her account, contact the Technology Center. You can also change your password at any time by going to a school computer, logging in, and pressing Ctrl + Alt + Del and pressing the “Change Password” option.

- **iTunes Account**

The school will provide each student with a school-issued Apple ID. This Apple ID will be used to back up the iPad and store files in iCloud. Students will not need to download any apps with this Apple ID, as all apps needed for school purposes will be purchased by the school and available in a custom App Store. This account will remain active while students are enrolled at Prep-Villa. Students will need to backup any data, by other means, before iPads are returned.

IX. Email

An e-mail account will be provided to each student. This account will be used by faculty, staff, and Administration and fellow students and will be the main means of student communication.

- Email is to be used for school related communication only.
- File attachments should only be sent when they are for educational purposes.

- Email is the property of the school and may be read by any administrator at any time for any reason.

X. Internet Usage

Internet access is a privilege and is monitored at school to ensure that it is not abused. Any attempt to circumvent or bypass the web filter is a major offense. Internet usage on the iPad is not monitored while students are away from the school network and the school takes no responsibility for content accessed by the students. Parents should monitor student activities as they feel necessary while at home.

Posting of school material (photo, video, audio) is subject to the code of conduct under the off-campus behavior provision. Any media involving the school, its students, faculty, staff, Administration, alumni, equipment, etc., or implications thereof, is subject to the jurisdiction of the school. Posting of the following is strictly prohibited:

- Material that is immoral, offensive, or slanderous.
- Material that is embarrassing or defamatory.
- Material that contains copyrighted sound bites, soundtracks, still images, video clips, etc.
- Material that contains recognizable images of others without their written or oral permission.
- Pictures, photos or drawings of the school's name or logo, including clothing.
- Cyber bullying or sexual harassment or any behavior that is ill-mannered or disrespectful.

XI. iPad Cameras and Microphone

iPad devices contain cameras and a microphone. These components allow for the iPad user, among other things, to capture photographs, movies, and sound recordings. The iPad may not be used to take pictures, record movies or record sounds of other persons without their expressed consent. Students are not permitted to record teachers in the classroom without specific permission from the teacher. Pictures/Video/Audio should be appropriate and related to relevant course work. Unlawful use of electronic devices is prohibited. Use of any electronic device to record audio or video data is prohibited in locker rooms, bathrooms, health suites and other changing areas at all times. Students should not record audio or video of anyone without their consent/permission. Failure to follow this directive will result in suspension of iPad camera privileges and additional disciplinary action up to and including expulsion.

XII. Messaging

Apple Messages will be allowed for use outside of school hours.

XIII. Personal iPad or computer use at school

Personal computers and other computer like devices such as the iPad are prohibited from use at School. School provided computers are available for computer class assignments that cannot be performed on an iPad.

XIV. Social Media Policy

The following are prohibited on any personal websites, blogs, or social networking sites.

Consequences for violations will be issued in accordance with the school Code of Conduct.

1. Pictures, photos, or drawings of Villa or Prep's name or logo, including clothing.
2. Pictures, photos, drawings of, or references to school employees or students.
3. Threats toward or disparaging remarks about the school, its employees, or its students.
4. Bullying, harassment, or any other behavior that is ill-mannered or disrespectful.

None of these policies and guidelines shall interfere with the right of school authorities to act swiftly and decisively in dealing with situations believed to be detrimental to the welfare of the student, the student population, or learning environment.

**Cathedral Preparatory School/Villa Maria Academy
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(Print and Sign just this page)

I agree to abide by all the rules of the iPad Technology Agreement and Use Policy.

I understand that by accepting this iPad, I am responsible for any damages that occur to the device. I understand that the iPad belongs to the school and is being loaned to me. I understand that I have no right to privacy on the school-issued iPad and any data stored on it or any other school-owned equipment or service may be subject to search.

I understand that the iPad is covered under an extended accidental warranty. Should an accident occur that requires a repair, I will be responsible for making the \$30 deductible payment. If the repair is not covered under warranty, I will be responsible for paying for the replacement of the iPad.

I understand that upon withdrawing from school I am required to return the iPad. If the iPad is not returned, transcripts will be held and additional fees may be applied until the iPad is returned.

I understand that the iPad is to be used for educational purposes. As such, I understand that only apps approved by the school will be installed upon the iPad. I also understand that any nonapproved apps are forbidden.

This agreement is incorporated in the parent/student handbook and is subject to change annually.

Printed Parent Name: _____

Parent Signature: _____

Printed Student Name: _____

Student Signature: _____