

The Basilica School of Saint Mary

Middle School 1:1 iPad Program and Responsible Use

The procedures and information within this document apply to all middle school students' iPad use at The Basilica School of Saint Mary. Teachers may set additional requirements for use in their classrooms, which they will communicate to students and parents/guardians.

iPad Cost and Parts: The school has established a Lease to Own arrangement through FACTS for parents/legal guardians to purchase their child's iPad system with monthly, annual, or one-time payment cover for a 3-year period. The iPad system purchased through the school includes an iPad, charging cable, power adapter, case-keyboard combination, and accidental damage insurance.

iPad Distribution: Once administration and teachers confirm student readiness, iPads will be distributed at the beginning of the academic year. A parent/legal guardian and the student must read the Middle School 1:1 iPad Program and sign the agreement at the end of the document before the iPad can be distributed for the academic year.

iPad Setup: Setup considerations include maximum transparency and integration of the technology; and maintaining a safe and Catholic environment. The school will install, approve, and oversee the installation of software and apps.

iPad Identification: Student iPads and keyboards will be labeled in the manner specified by the school. iPads can be identified by a record of the serial number.

End of year: At the end of the year, the iPad, lightning to USB cable, USB power adapter, and the case-keyboard combination may be collected for maintenance over summer vacation. Students will retain their original iPad during the remaining 2 years while enrolled in the 7th and 8th grades. Any student who transfers out of the school will be required to return the iPad, lightning to USB cable, USB power adapter, and case-keyboard combination. Parents/guardians of these students will also be given the option to complete payment on the iPad to keep it.

1. Care of the iPad

The iPad is the property of the school and all users will follow the Responsible Use Policy in the Parent-Student Handbook. Students are responsible for the general care of the iPad, including promptly returning the iPad to the school if it is damaged or not working properly. See Section 4, Loss or Damage, for more details.

General Precautions

- 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.
- Students are responsible for keeping their iPad's battery fully charged for use each day.
- Cords and cables must be inserted carefully into the iPad to prevent damage.

Transporting iPads

- Students must keep their iPads in the provided case-keyboard combination for protection.
- Students must keep iPads in their backpacks or in a designated location when they are participating in after-school activities.
- Students are to take their iPad home every day after school, regardless of whether or not they are needed.

Screen Care

- The iPad screen can be damaged if subjected to rough treatment and is particularly sensitive to excessive pressure.
- Avoid placing too much weight (such as textbooks) on the iPad screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean 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.

Parent /Guardian Monitoring

Talk to your children about the values and rules when on the Internet just as you would on the use of all media information sources. Parents should monitor their child's usage. The school recommends the following actions for monitoring iPad use:

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

2. Using the iPad

iPads are intended for use at school each day and should be used only for school purposes when students are off campus. Requirements for responsible and ethical use include:

- Students must bring their iPad to all classes unless instructed not to do so by their teacher.
- While in class, students will use their iPad for that class, unless the teacher provides specific permission to do other work.
- **At no time can a student take a picture, record a voice, or record a video of any person in school unless it is for an assignment and the student has received permission from the teacher and the individual being recorded.**
- Students will contact a teacher or administrator if they encounter any security problems.
- Students will lock and secure their iPad after they are done working to protect work and information.
- If a student receives an electronic message containing inappropriate or abusive language or questionable subject matter, he/she will immediately bring it to the teacher's or administrator's attention.
- iPads that are stolen must be reported immediately to a teacher and administration.
- Students will comply with trademark and copyright laws and all license agreements. If unsure, students will ask a teacher or parent.

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.

iPad Undergoing Repair: A loaner iPad may be issued to a student when their assigned iPad needs repair. There may be a delay in getting an iPad should the school not have enough to loan. The student's parent/guardian should promptly notify the school to process the repair. Steps are outlined in Section 4, Loss or Damage, of this document.

Charging your iPad's Battery: iPads must be brought to school each day with a battery that is 100 percent charged. Students need to charge their iPads each evening. For repeat violations, the school will contact parents and possibly invoke disciplinary action.

Passwords for G Suite Account: The school will provide a password to each student for his/her G Suite account. Students are prohibited from sharing this password with anyone else except their parents. This password may not be changed by the student.

Screensavers, Background Photos, and Other Media: The school will do all in its power to ensure that the material on the iPad conforms to our values and mission. Inappropriate media may not be used and violations will result in disciplinary action.

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.

Home Internet Access: Students can connect to other wireless networks on their iPads when not at school.

Content Filter: The school makes use of a content filter on all iPads. The content filter will also apply to at-home use and be strictly enforced.

iPad Inspection: All iPad activity, including communications, internet history, or other uses, are subject to monitoring by the school. Faculty and staff may inspect and, if they deem necessary confiscate, any student's iPad at any time without prior notice. Offending material will be deleted and, if warranted, disciplinary action will be taken.

3. Software/Apps on iPads

School Installed Software: The software installed by the 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 class or because of a change in 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.

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.

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.

4. Loss, Damage, Replacement

Parents/guardians are responsible for the loss or damage of their child's iPad and case and should follow these steps

- 1) Promptly contact the child's teacher or administrator if the iPad is lost, damaged, or not working properly.

- 2) Return the damaged or poorly functioning iPad to the school to process the insurance claim which applies only to the iPad.
- 3) Pay a possible fee applied by the school to process the claim.
- 4) If the damage is not covered under insurance, replace the iPad according to the specifications given by the school. Insurance does not cover intentional damage or if the iPad is lost or stolen.

5. Warranty agreement specified

iPad: The iPad (excluding the charger, keyboard, and case) **is covered** under an accidental damage and extended warranty plan while the student is enrolled at the Basilica School. If the iPad is damaged, the student will be directed to bring the iPad to the front office or homeroom teacher. A loaner iPad will be supplied while the broken iPad is being repaired. Any loaner iPad must be returned immediately once the original iPad is back from repair. If an iPad is sent out for repair near the end of the school year, the loaner iPads must be returned before school is dismissed for the summer even if the original iPad is not back from repair.

Keyboard/ Case: The keyboard/case combination **is not covered by the accidental damage and extended warranty plan.** If the keyboard/case is damaged and needs to be repaired, a replacement can be purchased from the Basilica School for \$100.

Charger and cable: The charger and cable **are not covered by the accidental damage and extended warranty plan.** If the charger is lost or damaged the family must purchase a replacement.

5. Middle School 1:1 iPad Agreement

The Middle School 1:1 iPad Program supplements the Arlington Diocese Responsible Use Policy. Students may not take their iPad home until this agreement is signed and returned to their homeroom teacher. Responsibility for the care of the iPad falls on the student. While teachers spend class time preparing students for appropriate and safe use of the device, the school has no liability for damage or loss of any personal items brought to school, including iPads.

Student Section

I have read The Basilica School of Saint Mary's *Middle School 1:1 iPad Program*. I agree to follow all guidelines contained in this program. I understand that failure to adhere to this agreement may result in having my participation in the program suspended or revoked.

Student name: _____

Student signature: _____ Date: _____

Parent/Guardian Section

I have read The Basilica School of Saint Mary's *Middle School 1:1 iPad Program*. I give permission for my child to participate in this 1:1 iPad Program. I understand that failure to follow this Agreement may result in my child having their participation in the program suspended or revoked.

Parent/guardian name: _____

Parent/guardian signature: _____ Date: _____