



St. Paul High School iPad Acceptable Use Policy

Dear _____,

Your student signed for and picked up an iPad from the front office to be used at home during this schooling at home period on _____.

By doing so, your student has accepted responsibility for the care of this iPad.

All iPads in use by SPHS students are subject to the responsibilities and restrictions in this policy as well as the Archdiocese of Los Angeles Acceptable Use Policy found in the Student Handbook available for viewing on our website www.stpaulhs.org

All iPads are subject to routine monitoring by teachers, administrators, and the technology staff. SPHS technology staff will periodically monitor iPad wireless activity. In addition, SPHS reserves the right to confiscate and search all student iPads to ensure compliance with SPHS AUP. Students must comply with any individual classroom rules regarding use of iPads set forth by each teacher and if asked to surrender the device, they must immediately surrender it to the front office.

Students in violation of SPHS AUP will be subject to disciplinary action. In addition, their device may be confiscated for a period of time, and/or have all personal content removed. SPHS may remotely lock down and wipe a device. SPHS is not responsible for financial loss suffered due to personal material being deleted, including applications (apps), music or other media purchased by the student. Violations will result in restrictions being placed on the device by SPHS and student only being able to access their academic content. Regardless of any disciplinary actions, completion of all class work remains the responsibility of the student. Parents should discuss their expectations for responsible, acceptable behavior with their students.

Both student and parent must read through the following pages and sign, date, and return (via email to helpdesk@stpaulhs.org or regular mail) the last page.



Student Responsibilities

Caring for the iPad

- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused. Never drop or place heavy objects (books, etc.) on top of the iPad.
- iPads must be in the provided, sturdy protective case at all times. Cases will not prevent all damage but they will help protect the iPad as well as students from injury due to broken glass, etc.
- Only use a clean, soft cloth to clean the screen. No cleansers of any type.
- SPSH will provide one cover for the iPad. If a replacement becomes necessary it must be provided by the school.
- Defacing of the iPad, including the SPSH provided cover or asset tag, in any way is prohibited (no stickers, markers, etc.)
- To extend battery life, student should always turn off and secure their iPads when not in use.
- Do not subject the iPad to extreme hot or cold (do not store in vehicles).

Safeguarding and Maintaining as an Academic Tool

- The iPad is required to be used daily for schooling. It may take up to four hours to fully charge the device so overnight charging is recommended. If an iPad is not charged, the student remains responsible for completing all coursework as if they had use of their iPad when the iPads are ready to go home.
- Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment, unless no other means of completion exist.
- Items deleted from the iPad cannot be “undeleted,” so backing up your work is very important.
- Preloaded apps all materials provided by SPSH may not be deleted and they must be updated periodically as indicated by the device.
- The whereabouts of the iPad should be known at all times. It is the student’s responsibility to keep their iPad safe and secure.
- iPads belonging to other students are not to be tampered with in any manner.

Prohibited Uses

- Accessing Inappropriate Materials – All material on the iPad must adhere to the values and mission of SPSH. Students must abide by the same prohibited uses as when they use school computers. See the Archdiocese of Los Angeles AUP.
- Students are not allowed to send, access, upload, download, or distribute offensive, profane, threatening, pornographic, harassing, obscene, or sexually explicit materials. Use of apps such as Snap Chat is prohibited.
- Illegal Activities – Use of the device or schools’ internet/email accounts for financial or commercial gain or for any illegal activity.



- iPads communication functions (messaging, texting, Facetime, camera and microphone) functions are not to be used during the school day unless under the direction of a teacher for academic purposes. Any use of cameras in restrooms regardless of intent is strictly prohibited.
- Media inappropriate for school should be not stored on iPads and certainly may not be used as a screensaver or background photo (including, but not limited to, the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures).
- Students may only access the internet through SPHS wireless or the included Sprint cellular network. All other access (cellular, use of VPN, proxies, etc.) is strictly prohibited.
- Students are not allowed to remove the school installed profiles on their iPads. Doing so will result in the loss of ability to connect to the school's wireless network and removal of all paid applications provided by the school.
- Adding profiles is also prohibited.
- Misuse of Passwords/Authorized Access – Students are prohibited from trying to gain access to another student's iPad, accounts, files, or data.
- Malicious Use/Vandalism – Any attempt to destroy hardware, software, or data. Do not even attempt a repair on your own as it will void any applicable warranty. Any damage must be reported to the HelpDesk at helpdesk@stpaulhs.org.
- Jailbreaking – The process which removes limitations placed on the iPad by Apple. Jailbreaking results in a less secure device, voids warranties and is strictly prohibited.

Lost, Damaged, or Stolen iPad

- If the iPad is lost, stolen, or damaged, you must notify the HelpDesk immediately at helpdesk@stpaulhs.org and report to the Technology Director in the library as soon as possible.
- In addition, cost to parent(s) will incur for the following:
 - Lost, stolen, or damaged iPad - \$1500
 - Broken screen - \$250
 - Lost charger or cord - \$50

Student Information Required

Are you a current or incoming student of St Paul High School?



- Yes
- No

Will you be needing a Charger for the school year to accompany your device?

- Yes
- No

Parent and Student Signature Required below:

We have read this policy and understand and accept the student responsibilities required for the loaning of this iPad I received on _____.

Student Grade Level

Student Name

Student Signature

Date

Parent Name

Parent Signature

Date

