

## **Lumen Christi Catholic School iPad Acceptable Use Policy**

### **Program Overview**

Providing students the opportunity to participate in a 1-to-1 environment enhances each student's overall learning experience. Utilizing iPads at Lumen Christi Catholic School gives students the access to learn anywhere, anytime - both in classrooms and at home. This 1-to-1 personalized learning also increases access to educational technology during the school day, narrows the digital divide between students, and promotes responsible use of today's ever changing technologies.

All iPads in use by LCCS students under this program are subject to the responsibilities and restrictions in this policy as well as the Jackson Area Catholic Schools Technology Code found in the Student Handbook (collectively referred to herein as "JACS Tech Code"). This applies whether the students purchased the device on their own or through LCCS.

All students using an iPad are required to come to Packet Pick-up day to download the e-texts on their iPads. This allows students to become familiar with where their course e-text is stored on the iPad and how to access needed resources. It will be the student's responsibility to download their e-texts and access the necessary school-year materials. Parents are welcome to accompany students, however the student must complete the process. A student fee of \$80.00 will be assessed prior to the downloading of e-text applications. During the school year, if the iPad is damaged, replaced, or updated causing the loss of academic materials, the cost to download each e-text course will be charged to the student when needed.

All iPads must be registered in the iBoss Management system to access the student network. iPads are also subject to routine monitoring by teachers, administrators, and the technology staff. LCCS technology staff will periodically monitor iPad wireless activity and bandwidth usage. In addition, LCCS reserves the right to confiscate and search all student iPads to ensure compliance with JACS Tech Code. 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 unlock it (if applicable) and surrender it to the staff member making the request.

Students in violation of JACS Tech Code will be subject to disciplinary action. In addition, their device may be confiscated for a minimum of two weeks and/or may have all personal content removed. LCCS may remotely lock down and wipe a device. LCCS 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 LCCS and the student only being able to access their academic content.

Regardless of any disciplinary action, completion of all class work remains the responsibility of the student.

Parents should discuss their expectations for responsible, acceptable behavior with their students. All students must sign the LCCS iPad Student Handbook before using an iPad at LCCS.

Students falling behind in any class with a 2.0 grade average or lower will be subject to having their iPad wiped of all but their e-textbooks and school Apps until the grades improve.

### **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 nor place heavy objects (books, etc.) on top of the iPad.
- iPads must be in an approved, 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. Failure to have an iPad in a case will result in a detention.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Defacing of the iPad, including the LCCS provided nametag, in any way is prohibited (no stickers, markers, etc.).
- To extend battery life, students should always turn off and secure their iPads when not in use.
- Do not subject the iPad to extreme heat or cold (do not store in vehicles).
- All iPads must have the Find My iPad app turned on to ensure that if lost or stolen the iPad can be located

### **Safeguarding and Maintaining as an Academic Tool**

- Students should apply this Bible quote when using school computers or iPads: “Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is **pure**, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.” Philippians 4:8
- The iPad is required to be at school every day, fully charged. Charging at school is prohibited. It may take up to 4 hours to fully charge the device so overnight charging is recommended.
- If an iPad is left at home or is not charged, the student remains responsible for completing all coursework as if they had use of their iPad.
- Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment, unless no other means of completion exist.
- Students will use iCloud for their storage and backup of educational materials. This will allow the device to automatically backup when it is connected to Wi-Fi and a power source. Students should check to be sure their device is regularly backing up. Doing so will safeguard files, documents, and apps and allow access to class materials in the event a loaner device is necessary.
- Items deleted from the iPad cannot be 'undeleted', so backing up your work is very important.
- Work completed on the iPad should be emailed to your LCCS Gmail account or uploaded to your iCloud, Dropbox.com or Copy.com account to ensure the work is saved.
- Preloaded apps and all materials provided by LCCS may not be deleted and they must be updated periodically as indicated by the device.
- Academic content takes precedence over personal files and apps. In the case of memory space conflict, personal media/files/apps must be removed regardless of financial loss to the student.
- Non-educational content is for personal use only and may not be accessed at any time during the school day or shared in any manner, audio or visual, with other students.
- The volume is to remain on mute all day. Permission must be obtained from the teacher to use headphones or unmute 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.
- If an iPad is found unattended, it should be given to the nearest faculty/staff member.

### **Lost, Damaged or Stolen iPad**

- If the iPad is lost, stolen or damaged, the Library Media Center must be notified immediately. We will make every effort to help resolve this issue.
- iPads that are believed to be stolen may be tracked through Find My iPad, which the student is required to enroll in upon receiving the iPad. This provides the capability for iPads that cannot be located, to be locked and remotely wiped.

### **Prohibited Uses (The following are subject to detentions and/or iPads wiped)**

- Accessing Inappropriate Materials - All material on the iPad must adhere to the values and mission of LCCS. Students must abide by the same prohibited uses as when they use school computers. See JACS Tech Code.
- No Gaming allowed at anytime during school.
- 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 Snapchat is prohibited.
- Illegal Activities - Use of the device or school's internet/E-mail 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 or the locker room, regardless of intent, is strictly prohibited.
- Media inappropriate for school should not be 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 LCCS's Student wireless network during the school day and all other access, cellular, use of VPN, proxies, etc. is strictly prohibited.
- Violating Copyrights- Students are allowed to have music and install apps on their iPads, however the items downloaded to the iPad must be in compliance with Federal copyright laws.
- 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 all the paid applications provided by the school. Adding profiles is also prohibited.
- Misuse of Passwords/Unauthorized Access - Students must set a passcode to their iPad to prevent other students from misusing their iPad. 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 attempt a repair on your own, as it will void Apple Care warranty. If the device was purchased through LCCS, any damage must be reported to the Library Media Center. Students who purchased devices on their own should inquire for service from their retailer or Apple.
- Jailbreaking - the process that removes limitations placed on the iPad by Apple. Jailbreaking results in a less secure device, voids warranties and is strictly prohibited.

Failure to comply with any of the above-prohibited actions will be subject to disciplinary actions:

The first offense will result in a detention and a letter home to the parents. Second offense the iPad will be wiped of everything that is not academically necessary for a semester. Only e-textbooks and school Apps will be accessible on the iPad.