

## **Marist Catholic High School iPad Use Agreement**

The policies and expectations set forth below are guidelines intended to protect students, the academic culture and the property of Marist Catholic High School (MCHS). MCHS reserves the right to modify and adjust these policies and expectations when it deems necessary to maintain those protections.

### **General Information**

Participating in the MCHS iPad program is a tremendous educational opportunity and a privilege that comes with much responsibility. MCHS students should be able to handle this incredible responsibility with appropriate guidance from both faculty/staff and parents/guardians. The school commits time and resources each year to properly instruct students about how to use the device and to communicate the expectations governing the program.

The MCHS iPad is school property and is issued to each student during his/her enrollment as the custodian of the device. Students and their parents/guardians are responsible for the iPad at all times.

### **Receiving an MCHS iPad**

Most students will receive their school issued iPad during an iPad Orientation in August. At this time, students will receive preliminary training on the iPad. This will include learning login procedures, familiarization with school systems and a review of this document. Signing the Family and Student Handbook (<https://www.marisths.org/familystudenthandbook.html>) acknowledgment form associated with these policies will signify acceptance of the terms and conditions of the use of this device.

### **iPad Maintenance**

There may be occasions when student iPads need to be collected for maintenance. Our hope is this is a rare occurrence. In the event of an iPad collection, students will be given ample notice as well as clear instruction about how and when to turn in the device and to pick-up them up after maintenance.

### **Withdrawal and Graduation**

Students who withdraw or graduate must return the iPad, Apple charger, and Apple charging brick upon departure. All items must be in useable and acceptable condition. Parents/Guardians will be held financially responsible for the iPad and any damage deemed intentional or beyond normal wear and tear. The privilege of using the technology resources provided by MCHS is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled at MCHS.

## **Care of the iPad**

The use of iPads in the classroom is both required and a privilege. Students are required to keep the iPad in working order at all times. iPads that are broken, damaged, or not functioning must be brought to the Technology Support Center in the ARC immediately for evaluation. iPads are not to be brought to the Apple Store or any other vendor for servicing.

### *General Precautions*

The screen of the iPad is delicate and expensive. The screens are particularly sensitive to damage from excessive pressure on the screen. Please observe the following rules:

- Do not lean on the top of the iPad or put excessive pressure of either front or back surfaces.
- Do not put anything on the top of the iPad when it is closed.
- Do not bump the iPad against lockers, desks, floors, etc.
- Do not put the iPad on the floor under your desk, rather put it in the case and slide it carefully in your backpack.
- Do not put things in the backpack that will overcrowd your backpack and put excessive pressure on the screen.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- 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. If they must be stored, store them in the trunk of a car. They should never be visible in a car, even if the car is locked.
- Never store iPads in sunlight or in extreme temperatures.
- Never leave iPads unattended in or outside the backpack.
- iPads must be in their approved cases at all times.

## **Charging**

iPads must be brought to school each day in a fully charged condition. It is the responsibility of the student to charge his or her iPad each evening. Students should not share or loan power bricks and/or cords to other students.

- Students are not excused from classwork for failing to charge the iPad.
- The Technology Support Center will sell but not loan out power cords.

## **Protecting and Storing the iPad**

Students will be expected to provide their own protective and functional case for the school issued iPad for as long as the iPad in their possession. MCHS requires that all cases provide corner protection, shock and drop protection, screen protection, and protection against dust and dirt. Other guidelines below should be followed:

- iPads should always be within the protective case.
- Students should not place the iPad in a backpack that is full of other objects.
- Care must be taken when putting the iPad in the locker or backpack so that pressure is not placed on the screen.
- Students should not drop or throw a backpack containing the iPad.

- No liquid of any kind should be used on the iPad screen.
- A label with the name of the student should be on the case to identify the custodian of the device.

### **iPad Use at School**

iPads are intended for use at school each academic day. In addition to classroom teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed using the iPad. Students should bring the iPad to all classes, unless specifically instructed not to do so by a teacher. Students are to take responsibility for checking their Marist email account and Schoology messages regularly (**At a minimum:** before first period, at lunch, and after the last class of the day) to stay updated on information that has been shared by the school, administrators, counselors, and/or teachers.

### **iPads Left at Home**

If an iPad is left at home, the student is responsible for getting the course work completed regardless of the missing iPad. It is not the responsibility of the teacher to make modifications to the lesson due to a student's lack of responsibility. The absence of the iPad will not excuse the student from completing assignments or fully engaging in class activity. No loaner iPad will be issued to students who leave their iPad at home. If a student repeatedly leaves his or her iPad at home, the student will be subject to appropriate consequences.

### **iPads Left Unattended**

iPads should never be left unattended. All iPads are to be securely locked in a locker when not being used. Storing your iPad in a backpack and leaving a backpack out in an open area unattended does not sufficiently secure the device and is considered a violation of the Acceptable Use Policy. iPads found unattended will be confiscated by MCHS and students will be subject to the consequences as set in the Acceptable Use Policy. Repeated instances of this may result in a loss of the privilege of using the iPad.

### **Storage of iPads during Events (Athletics, Performing Arts, etc.)**

Students must secure iPads in locked lockers during all events. iPads should **never** be left unlocked in locker rooms or sitting in backpacks. Students must secure the iPads prior to attending away games or events. Unsecured iPads, if found, will be confiscated. Coaches/Off Campus Event Organizers for individual activities may limit whether or not iPads are allowed to be used /accessed on school provided transportation or at particular school sponsored events. In some situations and at some events, the Athletic Director or School Official may collect devices for safekeeping. If requested, students are expected to comply.

### **Managing Files and Saving Work**

Students may save work directly on the iPad. Students are **required** to have iCloud enabled to back up settings and device information **and** use Google Drive to back up their school work. The school will not back up student work on the iPad. If the iPad must be restored from a backup, is damaged, lost, or stolen, the student will only have work they have backed up. It is the

student's responsibility to ensure that work is backed up so as to avoid losing data due to mechanical failure or accidental deletion.

### **Damage, Loss, and Theft**

The MCHS iPad is school property and is issued to each student during his/her enrollment as the custodian of the device. Students and their parents/guardians are responsible for the iPad at all times.

Students must notify a member of the school administration as soon as a MCHS iPad is determined at any time to be damaged/lost/missing or stolen. Any device found to be damaged/lost/missing/stolen should be reported within no more than one academic day after discovery. Failure to report in a timely manner may result in compensation to MCHS for the price of the iPad. Damage should be reported to the Technology Department. Possible loss or suspected theft should be reported to the Dean of Students.

After damage is assessed, the Technology Department will contact the parent/guardian to notify them that the iPad requires repair or replacement. An invoice for deductible cost of \$150 or replacement cost of \$350 will be mailed home.

The student will be issued a replacement iPad. IT personnel will restore any backup the student may have and instruct the student on reinstalling other apps. MCHS is not responsible for loss of student work and data. *Please note: The deductible only applies to the first repair. Any further incidents will require replacement of the iPad at its full replacement cost of \$350.*

Every effort should be made to ensure that the iPad is always stored carefully and out of sight. Students who willfully damage the iPad including trying to circumnavigate the school protections or "jailbreak" the iPad will be expected to reimburse the school for the full purchase price of the iPad and may be subject to other disciplinary actions.

#### *Damage*

Students are expected to bring a damaged iPad to the Technology Support Center in the ARC as soon as possible so that the damage can be assessed.

#### *Loss*

Students who lose their iPad must immediately report it to the Dean of Students. This communication can be done in person or email. In the event of loss or theft, "Find my iPad" will be used to help locate the missing device. Location services are required to be in the "on" position in order to use the "Find my iPad" function. Location services should be left on when the device is on campus.

The student should not assume that the information has been received until he/she has received an acknowledgement, either verbal or by email. This must be done before a replacement iPad can be issued. If the iPad is not found within five working days, the student

will be required to pay the replacement cost for the iPad and will be issued a replacement. The final replacement cost will be determined and paid in full before another iPad is issued.

### *Theft*

If a student's iPad is stolen, the student's parent/guardian must report the theft to the Dean of Students. A police report may need to be made/provided. The student will be required to complete an iPad loss form and submit it to the Dean of Students. This must be done before a replacement iPad can be issued. The student and the family will be responsible for the cost of replacing the iPad.

### *iPads Undergoing Repair*

Replacement iPads will be given to those students whose iPad is undergoing investigation and/or repair with the Technology Department. The replacement iPad will become the student's "new" iPad. It may be an older model than the one initially issued to the student; however, all policies and acceptable use standards will still apply to the replacement. Technology support personnel will assist the student with retrieving their iCloud and Google Drive backup and restoring apps. The school is not responsible for lost data during repair/replacement of iPads.

### **Background Images**

Inappropriate media may not be stored/used on the iPad or its case at any time. Students have the ability to customize their iPad screen background/wallpaper and case. Inappropriate media includes, but is not limited to, the following: weapons, sexually provocative or explicit images, inappropriate or offensive language, alcohol, drugs, gang related symbols or pictures. Violation of this policy will result in disciplinary actions.

### **Sound, Video, Music, Games**

Students should remember that the iPad is school owned and issued for academic use and learning. Personal media consumption is discouraged and should be limited. Sound must be used in a respectful manner at school. Unauthorized installation of games is not allowed. Adding unauthorized music, images, videos, and games to the iPad may interfere with the ability of the iPad to back-up work to iCloud and will take up additional space on the iPad.

The school is not responsible for the loss of music, videos, games, images, apps, and documents that the student has installed on the iPad. Sound must be muted at all times unless permission is obtained from the teacher. Appropriate music is allowed on the iPad. Ear buds/ headphones may be used in the classroom upon individual teacher approval. During passing periods, students may not use ear buds/headphones.

### **Software on iPads**

#### *Authorized Apps/Software*

The school issued iPad should be used for school-related purposes. The apps/software installed by MCHS must remain on the iPad in usable condition and remain accessible at all times. The school may pay for some apps and distribute these to the iPad via our mobile device

management system. Students/Parents/Guardians pay for all other apps and book purchases. It is recommended that parents give the child an iTunes gift card for these purchases instead of putting a credit card into the account. In this way, parents can monitor the spending. Also, iTunes periodically requires verification of credit card information. Students without this information are unable to purchase apps. iTunes gift cards are the preferred payment method.

Students may only install apps on the iPad that have been authorized by MCHS. The other way an app will be considered “authorized” is if it is required by a classroom teacher. Teachers may ask students to install “class specific” apps. Students will assume the cost of these installations. Faculty and staff who require apps are asked to forward the app by name to the Technology Department. Teachers will periodically review apps and ask students to install specific apps on the iPad for school related work. Unauthorized apps will be removed if deemed inappropriate.

#### *Unauthorized Apps/Software*

**Any app** installed onto a school issued iPad that is not for school-related purposes is considered “unauthorized”. Students who download apps that are classified as “unauthorized” on MCHS issued iPads are in direct violation of the Acceptable Use Policy. Installing social networking apps and games is in violation of the Acceptable Use Policy and opens the iPad up to a school search as well as possible confiscation. Students who violate the Acceptable Use Policy will be subject to disciplinary action.

#### **Inspections**

MCHS reserves the right to inspect the school issued iPad at any time during the school year or if used during the summer months. MCHS uses a mobile device management tool (MDM) to report current app inventory on all MCHS devices. Periodic reports will be prepared to ensure only authorized apps are on the MCHS devices. Students having unauthorized apps on their iPad will be considered in violation of the Acceptable Use Policy and will be subject to disciplinary action.

#### **Procedure for Resetting the iPad**

If technical difficulties occur or unauthorized software/apps are discovered, the iPad will be restored from backup. Students are only permitted to reset the iPad when directed by the MCHS Technology Department. The school will not accept any responsibility for the loss of any software or data deleted due to the reset and restore process.

#### **Software Upgrades**

Updates to the operating system will be available from time to time. Students will be required to run iOS updates and maintain the current version available from Apple. Students unable to comply should seek technical assistance. Students are responsible for running updates on all apps installed on the iPad. Do not install a major iOS upgrade (i.e. iOS 8 to 9) until instructed by the MCHS Technology Department.

### **iCloud and Find my iPad**

Students are required to activate and maintain the use of iCloud and the associated services. In the event of loss or theft, "Find my iPad" will be used to help locate the missing device when on WIFI. Location services are required to be in the "on" position in order to use the Find my iPad function. Location services should be left on at all times. In the event of loss, students will receive a replacement iPad that has been restored from the most current backup in iCloud. As a result, all data stored since the last back up will be lost. Students are highly encouraged to back up their device regularly.

### **Passcode Lock/Touch ID**

Students are expected to use a passcode lock and/or Touch ID on their iPad to prevent unauthorized access. This protects student email accounts and other personal data. Access to the iPad must be given when leaving the iPad for support or when asked for by MCHS faculty or staff member or it will be reset to 123456.

If a staff member asks the student for access to the iPad, it must be given immediately. The passcode/Touch ID must be turned off when requested by the school to inspect/service the device. If the passcode/Touch ID is set and forgotten or not shared when requested, a "restored device" reset will occur from the most recent iCloud backup. As a result, all data stored since the last back up will be lost. Students are highly encouraged to back up their device regularly.

### **Camera and Media Capture**

The iPad's camera and microphone have many valid academic uses. However, the potential for abuse and inappropriate use exists. Put simply, one should never use the iPad's camera or microphone to capture the image or voice of any person without his or her **express permission**. Recordings without the consent of the other are not only an invasion of privacy and unethical but may also be against the law. Ask First...always. In addition, any images or recordings on your iPad not directly related to MCHS academics and activities have the potential to be in violation of this agreement. *The safest bet is to use the power of the iPad for your academic success and not for your personal amusement.*

### **Acceptable Use (<http://maristipads.weebly.com/forms.html>)**

While Marist's Acceptable Use Policy is outlined in great detail in the Family and Student Handbook. It bears repeating that use of the MCHS network and devices is a privilege. Each user is responsible for what he/she communicates, sends, receives, and does on the MCHS network and with MCHS devices. Standards of conduct and behavior while using these tools is consistent with all behavioral standards expected of members of the MCHS community as outlined in the MCHS Family and Student Handbook and the MCHS Acceptable Use Policy.

Users should assume that no communication or data is private or confidential. Any communication or data may be subject to review by MCHS. At the very core, Marist students must understand that they represent Marist whenever they use computing resources, even if using the resources away from or outside of the school network. Students will be held

responsible for any online behavior or content that connects them to school or implicates MCHS, fellow students, faculty, staff, or other members of the community, in that behavior.

Students may also be held responsible for any statements, posts, communications, online behavior or content that is not consistent with MCHS's mission and philosophy, regardless of whether they were on campus or away from campus. The policies, procedures and information in this document apply to all school-owned iPads used at Marist. Teachers may set additional requirements for use in their classrooms.

### **Student Responsibilities**

Students will use the technology provided by MCHS in a responsible and ethical manner as prescribed in this document and consistent with the behavioral standards set forth in the MCHS Family and Student Handbook and the MCHS Acceptable Use Policy. Students must obey all general school rules concerning behavior and communication that applies to iPad/Technology use.

### **Parent/Guardian Responsibilities**

Parents/Guardians should guide their children through the standards and values associated with the appropriate use of technology and the internet both in and out of the home. Parents/Guardians should familiarize themselves with the policies and procedures associated with iPad use and partner with MCHS. This partnership will include standards associated with digital citizenship, cyber-etiquette, safe surfing, and other responsible uses of technology tools.

Parents/Guardians will need to purchase any necessary school authorized apps on the iPad beyond those provided at time of issue. Parents/Guardians are asked to have an ongoing conversation with their student about values and the standards that they should adhere to while accessing the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. Parents/Guardians should establish ground rules for iPad use outside of the school day. Internet access with school devices will be filtered on campus and off.

### **School Responsibilities**

MCHS will:

- Provide and maintain Internet and email access for students.
- Provide Internet filtering and blocking of inappropriate content to the best of its ability on campus in accordance with Federal Child Internet Protection Act (F-CIPA) guidelines.
- Provide necessary training to students and faculty to maximize the potential of these tools.
- Maintain, repair, or replace all devices.

All associated warranty policies (outside of any separately purchased private insurance policies) are held and maintained by MCHS.



### **Student Activities Strictly Prohibited**

- Inappropriately utilizing photos, video, and/or audio recordings of any person. Note: **Unauthorized recording of MCHS faculty and staff is prohibited.**
- Jailbreaking or tampering with MCHS settings and installed profiles and certificates.
- Downloading/Installing inappropriate/ unauthorized apps.
- Illegal installation or transmission of copyrighted materials.
- Switching iPads or allowing use by anyone other than the issued student.
- Sending, accessing, uploading, downloading or distributing offensive, profane, threatening, pornographic, obscene, violent, or sexually explicit material.
- Use of unauthorized chat rooms, message boards or sites selling student work.
- Internet or computer games.
- Changing iPad issued settings or resetting your iPad.
- Spamming or sending mass or inappropriate emails.
  
- Gaining access to other students' email accounts or iPad data without authorization.
- Use of the school's internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous or false communications.
- Unauthorized distribution of personal information over the Internet.
- Vandalism
- Attempting to bypass MCHS web-filtering software.
- Any action that violates existing behavioral standards covered in the Student Handbook including cyberbullying, cyber harassment, cyber stalking or sexting.

### **Violation of Acceptable Use**

The use of the MCHS technology resources is a privilege, not a right. The privilege of using the technology resources provided by MCHS is not transferable or extendible by students to people or groups outside of MCHS and terminates when a student is no longer enrolled at MCHS.

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 of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school technology resources may be denied, and appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.