

## **Paraclete High School iPad Use Policy**

This iPad Acceptable Use Policy is intended to promote responsible use and protect students and the school from liability resulting from any misuse of the school-issued iPad. Technology, on or off-campus, must be used in accordance with the mission and philosophy of Paraclete High School as well as the Acceptable Use Policy for Technology as stated in the Paraclete High School Student-Parent Handbook. Teachers may set additional requirements for use in their respective classes.

The iPad remains the property of Paraclete High School at all times. Therefore, there is no assumption of privacy. Paraclete High School reserves the right to inspect student iPads at any time during the school year. Misuse of the iPad may result in disciplinary action up to and including dismissal.

Above all, the iPad program at Paraclete High School is an academic program. The policies governing the use of the iPad support its academic use. To maintain the integrity of the iPad program, all students and parents/guardians must acknowledge and agree to the following conditions of use:

### **I. iPad Distribution and Care**

1. The iPads issued to students are the property of Paraclete High School and are made available to you as learning tools.
2. The iPads may be collected at the end of each academic year for updates and routine maintenance or earlier if a student no longer attends Paraclete High School.
3. Students are responsible for knowing how to properly operate and protect the iPad. This includes not leaving the iPad in a location where it can be damaged by cold, heat, or moisture and cleaning the screen with a soft, dry, or anti-static cloth only.
4. Students/parents are solely responsible for the care and safekeeping of student iPads. iPads must never be left in an unlocked locker, car or any unsupervised area.
5. If the iPad is damaged or malfunctions, students must take the iPad to the Technology Department as soon as possible for evaluation. The Warranty may cover repair with a deductible. For accidental damage, you will be required to pay a deductible. Paraclete will add the repair/replacement cost to your school FACTS account at our discretion.
6. If a student damages the iPad to the extent that the Warranty does not cover it, the students/parents will be responsible for the expense of replacing the device.
7. If the iPad is lost or stolen, the student **MUST** report the incident to the office as soon as possible. In the case of loss or theft, the student must also file a police report. The students/parents are responsible for replacing the lost or stolen iPad at his/her own cost. The replacement cost of an iPad is \$730.
8. Students/parents are NOT permitted to repair, alter, modify, jailbreak, or replace iPads.
9. iPad Cases, distributed to each student, are **REQUIRED**.
10. iPads must always be in the protective cases.

### **II. General Expectations**

1. Students are responsible for understanding and adhering to all Acceptable Use Policy for Technology regulations from the Student-Parent Handbook relating to the use of technology in addition to this iPad Agreement.
2. Students may only connect to the Internet via the wireless network provided by Paraclete High School while on campus. Hot spots are not allowed.
3. Students are responsible for maintaining their own Apple IDs, as well as other accounts required for obtaining school materials.
4. Students are permitted and encouraged to take the iPad home. However, students are expected to have their fully charged iPads at school each day.
5. Students **ARE** allowed to connect their iPads to home wifi or public hotspots off campus.

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6. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
7. During the school day, 7:55 AM to 2:40 PM, headphones may NOT be used.

**III. Apps, Files, Etc.**

1. Students are expected to back up all educational work on the iPad. Paraclete High School does not take responsibility for any lost data.
2. The “find my iPad” function MUST be on at all times.
3. Printers are available in the library and lab for student use. Students can “AirPrint” from the iPad provided they have funds on their account. Funds can be deposited in \$5 increments in the lab or library.
4. Educational Apps will be provided by the school. The software/apps originally installed by Paraclete High School must remain on the iPad in usable condition and be easily accessible at all times. The school may add software applications throughout the year. DO NOT remove the Self-Service” app.
5. Students **are** permitted to add personal data to the iPads.
6. Music may be stored on the iPads, but must contain appropriate ratings and adhere to the mission and philosophy of Paraclete High School. Storage priority must be given to school use, not personal music, etc.
7. As stated in the Acceptable Use Policy for Technology, Students must refrain from using social media, gaming, media, or blogging/chatting/messaging websites on the school-issued iPad during school hours.
8. Students are NOT to receive pop-up notifications on the school-issued iPad; they must be turned off during school hours.
9. Students who access “unauthorized” web content may be locked out of certain items as we see fit. Students accessing unauthorized content will incur a “Content profile” on the iPad.
10. The iPad camera may only be used when assigned by a teacher for educational purposes. When assigned, students may not distribute, publish, post, email or share images and/or videos of students, Paraclete High School personnel or the campus beyond the scope of the assignment. Photos or video taken with the iPad for academic assignments must conform to the mission and philosophy of Paraclete High School. The student agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of a camera in restrooms or the locker room, regardless of intent, will be treated as a serious violation. Use of the camera and microphone are strictly prohibited in the classroom and hallways unless permission is granted by a teacher.

**IV. Prohibited Use**

**Students are PROHIBITED from:**

1. Leaving the iPad unattended on the campus.
2. Bringing personal iPads to school.
3. Using another student’s iPad. Loaning your iPad to ANYONE. Exchanging iPads with another student is NOT allowed.
4. Removing or circumventing the management system installed on each iPad. This includes removing profiles, restrictions or “jail breaking” the device.
5. Copying certain Internet materials or reproducing or transmitting materials without the permission of the author or other right-holder.
6. Plagiarizing academic materials. It is the student’s responsibility to respect and adhere to all copyright, trademark and other intellectual rights and trade secrets laws. Students must purchase their own electronic books for the iPad. Sending screenshots of textbook pages is considered a violation of copyright material.
7. Using the iPad for any action that violates existing school rules or public law.
8. Creating, accessing or distributing offensive, profane, bullying/threatening, pornographic, obscene, rumors/gossip, sexually explicit or other content not aligned with the school’s mission and philosophy.
9. Using chat rooms or messaging services.
10. Accessing sites selling term papers, book reports, and other forms of student work.

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11. Spamming: sending mass or inappropriate emails.
12. Gaining unauthorized access to another persons' accounts, files, and/or data.
13. Using the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.
14. Bypassing the Paraclete High School web content filter at any time.
15. Sharing passwords, addresses, or other personal information on the Internet without the authorization of a parent or school representative.
16. Developing personal apps on the school-owned iPads, unless specifically assigned in a course.
17. Using or possessing the following types of apps: VPN and Tunneling, FTP, Remote Access, Network Monitoring, Proxy, Emulators, Streaming Media (unless expressly approved)
18. Installing any apps offered via the web.
19. Using any browser other than Safari.
20. Installing Provisioning or other profiles on the iPad. Installing the apps that offer "free" rewards or points for using the app.

**V. Disclaimer**

1. In consideration of receiving the iPad from Paraclete High School, each student and his or her parent or legal guardian agrees not to sue and hereby releases, waives, discharges, holds harmless, indemnifies, and defends Paraclete High School, as well as their respective employees, personnel, staff, volunteers, agents, directors, affiliates and representatives, from any and all liability, losses, damages, claims, actions and causes of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, relating in any way to the use of the iPad furnished by Paraclete High School to the student.
2. Paraclete has the right to use whatever means necessary, including FACTS accounts, to collect reimbursement for broken, lost, or stolen iPads, cables, and chargers.
3. This iPad Acceptable Use Policy applies to Paraclete High School students at all times, whether or not the students are on campus, as Paraclete High School students are school representatives at all times.