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PALMER CATHOLIC ACADEMY

iPAD USER AGREEMENT & ACCEPTABLE USE POLICY

Palmer Catholic Academy (PCA) has leased Apple iPads for student use. Students will be issued an iPad which has been preconfigured by the School with selected apps and restrictions. Students and a parent/guardian are required to review this document, as well as to sign the accompanying agreement as applicable.

Technology resources at PCA are provided for the purpose of supporting the educational mission of the School. The School's goal in providing the iPad is to promote educational excellence by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

The use of these technologies is a privilege that carries responsibility, and behavioral expectations consistent with all School rules and policies including, but not limited to, those stated in the Parent/Student Handbook and Diocesan policies. These policies are designed to give the student and their family, as well as others on the School's campus, clear and concise guidelines regarding the appropriate use of the Apple iPad. It is understood that members of the PCA community will use all types of computing devices and the School's network in a responsible, ethical, and legal manner at all times. We expect our students to exercise good judgment and to utilize technology with integrity.

PCA retains sole right of possession of the iPad and related equipment. The iPad will be issued to students according to the guidelines set forth in this document. PCA retains the right to collect and/or inspect the iPad at any time and to alter, add, or delete installed software.

iPads

iPad Management and Web filtering

School's iPads are managed and monitored at all times by the IT Department Administrator, even when the device is away from School's facilities. This means that the Administrator will be notified by the management server and/or the web filter when an iPad or a user is not complying with School's policies. The Administrator can and will remotely apply some measures to regain control over the device in question, and will immediately report wrongdoing to the Principal's Office.

Managed Apple ID

Students will receive Apple IDs which are issued and managed by the School. A managed Apple ID is slightly different from a personal Apple ID. Managed Apple IDs are created by the School's Administrator and are mainly used to provide a space in iCloud to back up the device. Managed Apple IDs are blocked from making any kind of purchase through the Apple Store and/or iTunes, as these features have been disabled on the devices and on the Apple IDs themselves.

Receiving Your iPad

An iPad will be distributed to you during your designated orientation session or assigned pick-up day. Every year the student and a parent/guardian must sign as applicable and return the iPad User Agreement & Acceptable Use Policy signature page at their designated orientation session or assigned pick-up day.

Using Your iPad

The primary use of the iPad by the student is for educational programs. The student shall abide by the User Agreement & School's Acceptable Use Policies (AUP). Violation of these policies will result in disciplinary action. If the violation requires any correction/repair by the School's IT Department, it will also result in a \$50.00 service fee.

Fixing/Replacing Your iPad/AppleCare

In case of loss or theft, students are responsible for the full replacement cost. The student is responsible for any damage to the iPad that is not covered by the AppleCare plan. The student is allowed to claim two incidents per their enrollment at PCA under the AppleCare plan; a \$50.00 deductible will be charged for each incident. Repairs that are not covered under the AppleCare plan will be charged to the student but not to exceed the replacement cost of the iPad. iPad support and service must be handled through the School's IT Department; repairs completed by another source are in violation of this policy.

Under no circumstance students are allowed to wipe, or reset their iPads' systems, not even to attempt to fix any existent issue with the device. If an iPad becomes unresponsive, or presents any kind of issue, the student will stop using it and will turn it in to the IT Department to be fixed.

School's Administrator is going to be notified if an iPad is wiped, or reset. The action of wiping, or resetting an iPad will be interpreted as a way of removing the device from School's management, therefore the violation, and the violator, will be immediately reported to the Principal's office.

Returning Your iPad

The iPad, Apple charger adapter, Apple power/USB cord and protective case must be returned in good operating condition to PCA upon the close of each School year or at the time of withdrawal from the School. Failure to return the iPad will result in whatever legal action is necessary to recover the iPad.

Taking Care of Your iPad

Responsibility

Students are responsible for the general care of the iPad they have been issued by the School. Any iPad that has physical damage or fails to work properly must be turned in to the IT Department for an evaluation of the equipment. All repairs on the iPad must be done by the PCA IT Department.

General Precautions

- The iPad is School property and all users must abide by these policies.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- The iPad must remain free of any writing, drawing, stickers, or labels that are not the property of PCA.
- The iPad must never be left in any unsupervised area, unlocked car, etc.
- Students may not use "skins" to "personalize" their iPads.

Carrying Your iPad

The protective case provided with the iPad has sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the School. The iPad **must be kept in the School-issued protective case** at all times.

Screen Care

The iPad screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage from excessive pressure.

- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad (such as folders and workbooks) that could put pressure on the screen.
- Do not place anything in the protecting case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth; do not use cleaners of any type.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc.

Using Your iPad

Charging Your iPad’s Battery

Students are expected to report to School **with a fully charged iPad battery daily**.

Passcode

The iPad will be passcode protected. During orientation, each student will choose a 6-digit passcode. Do not share your passcode. IT Department can assist students that forgot their passcodes to unlock their devices.

Sound, Music, Games, or Apps

Downloading music, apps or games from iTunes, or any other source is completely blocked by the Administrator on students’ iPads

Internet games are not allowed on the iPad unless they are for educational use.

Preinstalled Software/Apps

PCA will pre-configure the iPad with the necessary Apps for School. The software/Apps preinstalled by PCA must remain on the iPad and be easily accessible at all times. [Apps may be installed from the **MDM ONLY**]. From time to time the School may add or modify software applications through the PCA device management software. The iPad may be inspected at any time to ensure the iPad is configured per School policy.

Backing up Your iPad

iPads are tied to school managed AppleIDs with the main purpose of backing up the content of the device Over The Air (OTA) to iCloud in a regular and automatic basis. The student may store documents or other files on the iPad; however, the student is responsible for making backup copies of such documents or other files to Microsoft OneDrive. In the event of loss of such documents or other files, the School’s responsibility is limited to reloading the School’s standard software suite on the iPad.

Email

An email account will be provided to you for use in School communications. This email will be used for account registration for Schoology, Turnitin, Apple ID, Google Apps, etc. as well as communication between the student and the School. This email address is powered by Microsoft Office 365 so you will be able to use some of the major features of Microsoft Office such as Microsoft Word, Excel, PowerPoint, Access, OneNote and Publisher, just to name a few. Microsoft Office 365 suite of applications provides student access to their files through multiple devices via the internet.

As a participant in the iPad program, students will need to set up their Microsoft email account and Apple ID according to the instructions provided by the School at the orientation sessions in order to configure the iPad with the software/apps provided by the School.

The email guidelines below must be followed:

- The use of email during class is prohibited unless authorized by faculty or administration.
- Students should always use appropriate language in their email messages.
- Email services provided by the School are to be used only for the exchange of appropriate information.
- No inappropriate email will be tolerated, including derogatory, obscene, or harassing messages. Email messages of an abusive or harassing nature will be regarded as a major violation and will be subject to a disciplinary response.
- Students are prohibited from accessing anyone else's email account.
- Email etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written.
- Only approved email programs may be used for student email.
- School email addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of a teacher or administrator.
- Only School-related attachments may be sent on the School email system.

Acceptable Use

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

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's technology resources may be denied, and appropriate disciplinary action will be applied. The PCA Code of Conduct will be applied for infractions.

Violations may result in disciplinary action up to and including suspension or expulsion.

Parent/Guardian Responsibilities

- Talk to your children about values and the standards that they should follow when using the Internet just as you do with the use of cell phones and all media information sources such as television, telephone, movie, and radio.

School Responsibilities

- Provide Internet and email access to its students.
- Provide Internet content blocking of inappropriate materials as able.
- Provide data storage areas through Microsoft Office. PCA reserves the right to review, monitor and restrict information stored on or transmitted via PCA owned equipment and to investigate inappropriate use of resources.

Activities Strictly Prohibited

- Installing or sharing copyrighted materials.
- **Publishing identifiable photographs or video of students, faculty, staff or administration without appropriate or prior written consent. For a student, appropriate written consent means a signature from a parent/guardian.**
- Accessing or attempting to access servers or network information that is not authorized by the School.
- Violating existing School policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Playing Internet/Computer Games that are not for educational purposes.
- Downloading File Sharing software. File sharing of any kind is prohibited both on and off campus. The only exception to this is when it is a specific assignment given by a teacher.
- “Ripping” copyrighted movies from the Internet or DVDs and placing on the iPad.
- Using outside data disks or external attachments without prior approval from the administration.
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc).
- Downloading any App that results in the “Jailbreak” of your iPad.
- Spamming - sending mass or inappropriate emails.
- Gaining or attempting to gain access to a teacher’s or another student’s accounts, files, and/or data.
- Using the School’s internet/email accounts for financial or commercial gain or for any illegal activity.
- Transmitting anonymous and/or false communications.
- Participating in credit card fraud, electronic forgery, or any other forms of illegal behavior.

- Vandalizing (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) the School's equipment.
- Transmitting or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
- Bypassing the PCA web filter through a proxy, hotspot, or VPN
- Using another student's iPad.
- Connecting any personally owned device (laptop, phone, tablet, etc.) to the School's wifi network without written authorization.

iPad Care

- Students will be held responsible for maintaining their individual iPads and keeping them in good working order.
- Only labels or stickers approved by PCA may be applied.
- iPad cases furnished by the School must be returned with only normal wear and no alterations to avoid paying a replacement fee.
- iPads that have physical damage or software issues must be reported to the IT Department immediately. The School will be responsible for repairing iPads that malfunction. iPads that have been damaged from misuse, neglect, or accidental damage will be repaired and the student account charged for the repairs.
- Students will be responsible for the entire cost of repairs to the iPads that are damaged intentionally.
- iPads that are stolen must be reported immediately to School's IT Department and the Police Department.

Legal Property

Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity.

Use or possession of hacking software is strictly prohibited. Violators will be subject to the stated policies in the PCA handbooks. Violation of applicable state or federal law could result in criminal prosecution and disciplinary action.

iPad Identification

iPads will be assigned by serial number and kept on record. The student and a parent/guardian will sign an agreement at their designated orientation session indicating the receipt of the assigned iPad with the recorded serial number.



PALMER CATHOLIC ACADEMY ~ PLEDGE FOR iPad USE

1. I will use my iPad in ways that are appropriate, educational, and that meet Palmer Catholic Academy expectations.
2. I will use appropriate language when using emails, journals, wikis, blogs, or any other forms of communication. I will not create, or encourage others to create discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in any activity that is harmful to other persons.
3. I understand that my iPad is subject to inspection at any time without notice, and remains the property of PCA.
4. I will follow the policies outlined in the iPad Acceptable Use Policy and the PCA handbooks while at School, as well as outside the School day.
5. I will take good care of my iPad.
6. I will never leave the iPad unattended, and I will know where it is at all times.
7. I will protect my iPad by carrying it in the case provided.
8. I will never loan out my iPad or give my password to other individuals.
9. I will charge my iPad's battery daily.
10. I will keep food and beverages away from my iPad since they may cause damage to the device.
11. I will not disassemble any part of my iPad or attempt any repairs.
12. I will not place decorations (such as stickers, markers, etc.) on the iPad or iPad cover.
13. I will not deface the serial number iPad sticker on any iPad.
14. I will file a police report in the event of vandalism, theft or loss of my iPad and provide the report to the School via the Principal's office.
15. I will be responsible for all damage or loss caused by neglect or abuse.
16. I agree to return the iPad, case and power cords in good working condition.

I hereby release Palmer Catholic Academy and its personnel from any and all claims and damages of any nature arising from my use of, or inability to use, the School technology, including but not limited to, claims that may arise from the unauthorized use of the iPad to purchase products or services.

I understand that it is impossible for PCA to restrict access to all controversial materials, and I will not hold the School responsible for materials accessed via the Internet on the School's network. I also agree to report any inappropriate iPad use to the School administration.

I accept full responsibility of technology when not in the School setting, and understand that I am subject to the same rules and agreements while not in School.

I have read and understand the information contained in this document and agree to abide by the rules set forth.

Student Name (Please Print) _____

Student Signature _____

Parent/Guardian Name (Please Print) _____

Parent/Guardian Signature _____

****PLEASE BRING THIS FORM TO YOUR DESIGNATED ORIENTATION SESSION or ASSIGNED PICK-UP DAY****