



**BLESSED SACRAMENT
SCHOOL**

iPAD ACCEPTABLE USE POLICY

2021-2022

Blessed Sacrament Acceptable Use Policy – 2020-2021

This document provides the guidelines under which students will receive and use the iPad device as provided by Blessed Sacrament School (BSS).

Students who violate any aspect of this Acceptable Use Policy will be subject to disciplinary action, including the potential for suspension or expulsion in the most serious cases.

General Information

Leased iPads are the property of Blessed Sacrament School; student use of a family owned or leased iPad falls under the same guidelines as outlined in this document and in the Blessed Sacrament Student Handbook & Technology Use Policy. Use of Blessed Sacrament School equipment is a privilege and students may lose this privilege if they fail to comply with the guidelines of these policies.

BSS internet access is secured through an enterprise firewall with content filtering. All existing rules and expectations found in the Blessed Sacrament Student Handbook & Technology Use Policy are applied to the use of the iPad. All applications, activity and documents stored on the the device are subject to regular review and monitoring. Student internet use at home is under the discretion of parents or guardian, and will not be filtered by the school's firewall, filtering software, or network infrastructure. Device health and apps are monitored through our Mobile Device Management software.

EXPECTATIONS AND RESPONSIBILITIES

- The iPad is a tool used by students and is integrated into the students' daily lives, and our curriculum.
- Students are responsible for bringing their iPad to school each day, ready for use.
 - If the iPad is left at home, students are responsible for completing coursework missed and may be subject to additional disciplinary consequences.
- Students are expected to arrive at school each day with a **fully charged** iPad. Students whose iPads are not fully charged will be considered unprepared for class and may receive a missing homework violation.
- Students will be expected to use the device solely for educational purposes. Consequences shall arise from its misuse, subject to the discretion of the school.
- Students may not install any additional apps unless given explicit direction or authorization from BSS faculty or administration.
- Students are responsible for ensuring that all critical work is saved to their Google account.
- Students are responsible for ensuring that their iPad is immediately identifiable by clicking on the iPad's home button, without entering a password.

TAKING CARE OF YOUR IPAD

Students are responsible for the general care of their iPads.

Best Practices

- Loss, theft, and damage must be reported immediately to Blessed Sacrament School's Director of Technology.
- iPads are required to be kept in a student-provided protective, rugged case at all times.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads will not be left in any unlocked, unsecured or unsupervised area.
- A screen protector to guard against scratches is recommended, but not required.
- Make sure hands are clean before using the device.
- Keep away from food and drink as they may damage device
- Do not lean on the top of the iPad when it is closed, or put pressure on the device, especially the screen.
- iPads will remain free of drawing, writing, stickers or labels other than those placed on the device by Blessed Sacrament School.

Carrying and Transporting iPads

- iPads must always be transported in a student provided, rugged protective case.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the screen
- Do not "bump" the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- Students will leave their iPad in a location designated by their teacher when leaving the classroom for any reason.
- When participating in after school activities (sports, drama, clubs, etc.) students must keep their device in a supervised location designated by the person in charge.

Hardware Care

Screen Care

- 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. iPad screens can be damaged if subjected to rough treatment.
- iPad screens should be cleaned with a dry, soft microfiber cloth only.
** Covid-19 Cleaning: Clorox wipe can be used to disinfect the device - lightly clean surface with wipe - use soft paper towel to absorb heavy pools or liquid and allow residual to air dry. Be mindful of small openings on the device.

Battery

- To maintain battery life:
 - When possible, charge the battery when it's nearly or fully depleted.
 - When possible, charge the device fully before disconnecting.
- Charge the iPad only with the charger you have received, using a standard wall outlet for your power source.
- In cases where use of the iPad has caused batteries to become discharged, students may be able to connect their iPads to a power outlet in class at the teacher's discretion.

General Care

- o USB devices must be carefully inserted to avoid damage.
- o External buttons (home, power, mute, and volume buttons) are fragile, and should be used with care to avoid damage.
- o Keep the iPad in a well-protected temperature controlled environment when not in use.
- o Do not leave the iPad in a vehicle or location that is not temperature controlled since the iPad device is negatively affected by extreme temperature.
- o Take device out of case occasionally to clean for dust and dirt build up, which can cause scratching.
- o Document any software or hardware issues with the BSS Director of Technology as soon as possible.

PROTECTIVE CASES & ACCESSORIES

- Protecting your iPad from damage is important. Blessed Sacrament has recommended a range of different case options. Protective cases need to be on the device at all times while at school, traveling and at home.
- The purchase of a school authorized iPad protective case is required. At the end of the school year, you will keep your case.
- iPad protective cases need to be on iPads before they can be taken home from school.
- Screen protectors protect the screen from scratches, and are a small investment for a big benefit. It is recommended to have a screen protector on your iPad prior to the start of school.
- Accessories such as stylus pens and Bluetooth keyboards are acceptable, but not required.

APPS, MEDIA, AND DATA

- All leased iPads will come with any necessary apps installed. Textbooks will also be installed during the first week of school with the assistance of the BSS faculty and administration.
- Student with their own personal device will need to purchase and download all necessary apps within the timeframe established by the school. Textbooks will be installed on all devices during the first week of school. Families who are not leasing an iPad device through the school will be subject to an additional fee for textbooks. The textbook fee for students leasing devices from the school is included as part of the iPad lease charge.
- All software and apps must be school approved and installed by, or with the approval of, the BSS Director of Technology.
- Software and apps installed by BSS must remain on the iPad in usable condition and be easily accessible at all times.
- Students will not synchronize their school-issued iPads with any personal accounts.
- Personalized screensavers and backgrounds will not be allowed.
- Inappropriate material may not be downloaded, stored or disseminated on the device.
- iPad apps and games not approved by Blessed Sacrament School are not allowed on the iPad.
- Personal music may not be downloaded to the iPad.
- Periodic checks of the iPad may be made to ensure that students have not removed or added unauthorized apps. Violators will be subject to the school's disciplinary policies.
- The Director of Instructional Technology is responsible for updating iPad apps and will synchronize the iPads as necessary with the latest updates.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Any attempt to jailbreak the iPad or change the configuration will result in violation of the Blessed Sacrament School Technology Contract, and disciplinary action will be taken.

DIGITAL CITIZENSHIP AND ETHICAL USE

Online communications are routinely shared and spread in unintended ways, and students are expected to use the internet, applications, and network resources in a courteous, respectful, and ethical manner at all times.

Curriculum

- Students will be exposed to a curriculum that promotes digital citizenship and literacy by covering topics such as cybersecurity, safety, digital footprints, effective use of technology, and the principles of intellectual property.

Communication and Privacy

- Students should not post any comment or image that they would not want friends, family, teachers, future schools, or employers to view.
- All language used in electronic communications must be school appropriate: If you wouldn't say it in class, don't write it on your iPad.
- Student use of the iPad will be subject to BSS's policy regarding bullying and harassment.
- Use of the iPad to photograph, record audio or video of students, teachers, staff, parents or guests without the expressed permission of a teacher is strictly prohibited, and will result in disciplinary action, possibly including suspension and the loss of all iPad privileges.
- The use of the iPad to post, forward, reply to, or re-distribute any comment or image online that may be harmful or offensive to others is strictly prohibited, and will result in disciplinary action, possibly including suspension and the loss of all iPad privileges.
- The use of social networking, photo sharing or other similar web-based sites will not be allowed without the expressed permission of a teacher, and will result in disciplinary action, possibly including the loss of all iPad privileges.

USE OF IPAD AT SCHOOL

iPads are integrated thoroughly into the curriculum and are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad. Students are responsible for bringing their iPad to all classes, unless specifically instructed not to do so by their teacher.

iPad Undergoing Repair

- Loaner devices may be issued to students when they leave their iPads for repair with the BSS Director of Technology.

Printing

- Limited printing will be available at school with the iPad. Students will be given information and instruction on printing with the iPad at school. There will be limited scheduled windows for printing each day, so students must plan accordingly.
- Both students and teachers will be encouraged and supported in using digital means of submission and grading to lessen our dependence on printing, while reinforcing digital skills and reducing environmental impact.

HOME INTERNET ACCESS

- Students are allowed to set up wireless networks on their iPads. This will assist them with iPad use while away from school.
- Printing at home will require a compatible printer that is configured properly.
 - Airprint compatible printers will work seamlessly with the native printing features of the iPad.
 - Other third party printers support iOS printing through their own apps.
- Students without iPad compatible printers will be responsible for printing by transferring files to home computers with printing access via email or cloud storage (Google Drive).

IPAD RETURNS

- Leased iPads will be returned during the final week of school. During the summer the iPads will remain securely at Blessed Sacrament School. If there is a special academic need for use of the device during the summer months, please contact the school principal for permission.
- Students who transfer out, withdraw, or terminate enrollment at Blessed Sacrament School for any reason must return their individual school iPad no later than one day after their final day at BSS. Transcripts will be held until return of the iPad, lightning cable and AC adaptor.
- If a student fails to return the iPad at the end of the school year or upon termination of enrollment at Blessed Sacrament School, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad, or, if applicable, any insurance deductible. Failure to return the iPad will result in a theft report being filed with the police.
- The student will be responsible for any damage to the iPad, consistent with the iPad Protection plan, and must return the computer and accessories to Blessed Sacrament School in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

REPAIR COSTS

- The student/parent will be responsible for reporting any damage to the iPad. If, at any point during the school year, there is damage, loss, or theft of an iPad, the student must contact BSS Director of Technology immediately.
- Any technical issue with the device must be brought to the attention of the BSS Director of Technology. This includes but is not limited to: iOS (operating system), battery issues, loss of internet connectivity, or any other similar issues.
- Any hardware/software repairs that are not due to misuse or damage will be covered under the manufacturer's support plan.
- Repair costs are assumed by student/family. Students will be held responsible for ALL damage to their iPads including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as sleeves and cables will be charged the actual replacement cost.
- After 2 incidents of repairable damage or non-repairable damage, the Student/Student Family is responsible for replacement cost of the iPad.

Repair Charges	Cost
Repairable Damage (1 st)	\$50
Repairable Damage (2 nd)	\$100

Non-repairable Damage	\$400
Loss and/or Theft	\$400
Apple Charger	\$19
Apple Charging Cable	\$19

MANAGING YOUR FILES & SAVING YOUR WORK

Google Drive

- Students are responsible for saving and creating backups of their work on the iPad through Google Drive. Utilizing Google Apps for Education will allow students access to their files on any device, which can be useful for printing purposes.
- Storage space will be available on the iPad—data will not be backed up.
- It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.
- Data loss or device malfunction are not acceptable excuses for not submitting work.

INSPECTION, RELOADING AND SOFTWARE UPGRADES OF iPADS

- Students may be selected at random to provide their leased or owned iPad for inspection.
- If technical difficulties occur or non-approved software is discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.
- Upgraded versions of licensed apps will be available from time to time. When prompted, students should not select software or system updates. All updates and upgrades will be performed by the BSS Director of Technology.

FAMILY OWNED iPADS

- Family owned iPads need to meet the minimum criteria set forth for the academic year.
- Student must bring their iPad to school every day.
- Student must disable 3G/4G while at school.
- Personal pictures, social networking, camera use, movies, games, music or chat software are not permitted to be used during the school day. Violators will be subject to disciplinary action.
- Students and parents must adhere and abide by the same guidelines and policies of the leased iPad, including inspections, restriction of apps, etc.
- Students will be expected to separate personal and school related media, maintaining the same first page of the device as those with leased iPads.
- Students shall not use personal Apple IDs while in school.
- Students shall not use non-educational resources on their device while in school.
- Failure to comply with these standards will be result in disciplinary action, possibly including the loss of all iPad privileges.

BLESSED SACRAMENT IPAD STUDENT CONTRACT & PLEDGE (LEASED AND OWNED)

1. I will take care of my assigned iPad and will never leave the iPad unattended.
2. I will never loan out my iPad to other individuals, or allow other individuals (other than parents) to use my iPad.
3. I will know where my iPad is at all times.
4. I will charge my iPad battery every night and I will arrive at school each day with a fully charged iPad battery.
5. I will use and communicate on my iPad appropriately and in accordance with BSS technology policies.
6. I will use my iPad first and foremost as an academic tool.
7. I will keep food and drinks away from my iPad since they may cause damage to the device.
8. I will not disassemble any part of my iPad or attempt any repairs.
9. I will protect my iPad with a protective case and will always carry it while in its protective case.
10. I will not install apps, games, chat software, social sites on my iPad, nor use the camera without permission, or store personal pictures or music on my iPad.
11. I will ensure that my lock screen and wallpaper meet school expectations at all times.
12. I will not use the iPad to take or distribute photos, or record audio or video of students, teachers, staff, parents or guests.
13. I will use appropriate language when using e-mails, journals, school communication sites 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.
14. I will follow the policies outlined in the BSS Acceptable Use Policy while at school, as well as outside the school day.
15. I will only clean my iPad with an anti static microfiber cloth and will not use any cleaners of any type on the device.
16. I will not place decorations (such as stickers, markers, etc.) on the iPad.
17. I will not remove or deface the iPad serial number or BSS school identification label on any iPad.
18. I understand that leased or owned iPads are subject to inspection at any time without notice and leased iPads remain the property of the Blessed Sacrament School.
19. I will report any loss, theft or damage to the BSS Director of Technology immediately.
20. I will be responsible for all damage or loss caused by neglect or abuse.
21. I agree to return the leased iPad, power cords and any other equipment that belongs with it in good working condition.
22. I will return my leased iPad to Blessed Sacrament at the end of each school year. I understand non-return of iPad for any reason will result in the withholding of my student transcripts and all other school documentation.
23. If I use a family owned iPad, I will abide by all leased iPad policies and guidelines.

I agree to the stipulations set forth above and the BSS iPad Acceptable Use Policy, and BSS Technology Use Policies

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

BLESSED SACRAMENT iPad STUDENT CONTRACT & PLEDGE (LEASED AND OWNED)

PARENT/GUARDIAN POLICY ADDENDUM

- Supervision of student use of the iPads will be a partnership between parents and Blessed Sacrament School.
- Parents will have dialogue with their students regarding appropriate use and potential cyber dangers.
- Parents will remain vigilant in speaking with their students about values and standards regarding internet use.
- Parents will report any violations of the above policies to the Blessed Sacrament School administration.
- I accept full responsibility if and when my child uses technology outside of the school setting and understand that my child is subject to the same rules and policies while not in school.
- I understand that it is impossible for Blessed Sacrament School to restrict access to all controversial materials, and I will not hold the school responsible for materials accessed on the network. I also agree to report any inappropriate iPad use to the school administration.
- I accept that I am responsible to pay for all repair deductibles and replacement costs.
- I will provide a protective case for my child's iPad

School Vacation Policy Addendum

As is policy at Blessed Sacrament School, student iPads are to be used for academic purposes only, and that includes use at home. During school vacations we expect that iPads will remain at home at all times and will be used carefully as the policy states. It is also expected that the iPads will be used only for work assigned by our teachers and that assignments may also be completed using a personal computer and not exclusively using your iPad. iPads must return to school fully charged and ready for use when school resumes after a vacation. This policy does not apply during summer vacation.

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

Parent/Guardian Name _____

Parent/Guardian Signature _____

Student's Name _____

Date _____