



Guardian Catholic School Student iPad Acceptable Use Policy

Guardian is pleased to provide technology access to our students, and we believe the internet offers an abundance of useful resources for both students and teachers. Guardian's goal of providing technology access is based on the Florida Catholic Conference accrediting benchmark of providing "Curriculum and instruction for 21st century learning to prepare students to become expert users of technology, able to create, publish, and critique digital products that reflect their understanding of the content and their technological skills". It is vital that each student take responsibility for his or her own actions and observes the moral teaching of the Catholic Church while using technology both on and off campus.

Please review, with your child, the following information regarding Internet Access, Microsoft Applications, iPads, and general technology usage. Parents are encouraged to have meaningful conversations with their child about technology usage just as you would about cell phones, TV, movies, etc. Once you and your child have carefully read the entire document, please sign the agreement below. No student will receive an iPad without the signed agreement.

This policy is provided to ensure all users are aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a student violates any of the below policies, technology resources may be denied, and appropriate disciplinary action will be applied in accordance with the "Parent & Student Handbook."

iPads

Internet Access

Students are responsible for the following areas regarding internet access:

1. All internet access must be for educational purposes and consistent with the requirements of the classroom teachers and school.

2. The use of the internet is a privilege. Any conduct deemed inappropriate by administration will result in the suspension or cancellation of this privilege.
3. Appropriate language must be used at all times (emails, blogs, Teams, iPad use, etc.). Students are expected to be polite and respectful. If any message is received that is inappropriate or makes the student feel uncomfortable, he or she should report it promptly to the teacher or administration.
4. Students must not send, access, upload, download, or distribute offensive, profane, threatening, or obscene materials.
5. Email communication and/or Teams messaging between teachers and students is allowed in support of educational purposes via the school supplied email account only. Students may not contact teachers through personal email accounts.

Internet Usage Safety Guidelines

1. The student should never give out his or her name to anyone on the Internet.
2. The student should never give out his or her phone number or mailing address to anyone on the Internet.
3. The student should never reveal information about other people over the Internet.
4. The student should never agree to a face-to-face meeting with someone they have "met" online without your parent's consent.
5. If the student receives an email or other communication with someone over the internet that makes him or her feel uncomfortable, this should be reported to the teacher and/or administration immediately.

Purpose of the iPad

The primary use of the iPad by the student is for education. iPads are monitored and are subject to inspection at any time without notice. iPads always remain the property of Guardian Catholic School. The student must follow all guidelines included below. Violation of the policy will result in disciplinary action. Guardian Catholic will synchronize the iPads to contain the necessary Apps for school work. Students will not synchronize iPads or add Apps through a home i-Tunes account. The software Apps originally installed by the school must remain on the iPad in usable condition and be easily accessible at all times.

iPad Assignment

iPads will be assigned a serial number and kept on record. On the Home Screen of each iPad the student's first and last name. On the back of the iPad the serial number will be

displayed. Students who transfer, withdraw, or are expelled from Guardian Catholic School during the school year must surrender the iPad upon termination of enrollment. Failure to return the iPad will be considered a theft and the local authorities may be notified.

Using Your iPad

- Students will use their iPad in ways that are appropriate and educational.
- Students will use care when plugging in cords and/or cables to the iPad.
- Students may only use educational games in the classroom with the teacher's instruction.
- Student iPads are not to be used for games that are not educational.
- All downloads (apps, music, games, etc.) will be completed through the technology department.
- Students are to protect their iPad and not remove it from the case at any time.
- Students are always to keep food and beverages away from their iPad.
- Students should keep the iPad in the case when not being used. Students in grades 5-8 are provided a carrying case with a shoulder strap to carry the iPad from class to class.
- Students are to keep their data backed up to their managed Apple ID provided by the school.
- Students must immediately report any vandalism or theft of their iPad.
- Students will abide by each teacher's policy and rules regarding iPad use in their classroom.
- Students will need to supply a simple set of ear buds for use with lessons that have sound.
- Students will be given information and instructions on printing with the iPad at school. Limited printing will be available with the iPad.
- Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity.

Prohibited Activities

- Students will not take pictures or videos of anyone (students, faculty, staff, or administration) without their explicit permission and for educational purposes only as directed by the teacher or administrator. For a student, explicit permission means written consent from the parent.
- Students will not change iPad settings (excluding personal settings such as font size and brightness).

- Students will not watch videos of any type in school without permission.
- Students will not damage the school-issued iPad, case, or keyboard.
- Students will not place stickers, writing, drawings, or marks of any kind on the iPad, cover, or keyboard.
 - Damage to the iPad's cover will result in a \$25 fine.
- Students must never leave their iPad unattended.
- Students must not loan out their iPad or share their password with others.
- Students must not disassemble or attempt to repair their iPad.
- Students must not enable private mode for the internet or delete their browsing history.

iPad Care

Students are responsible for the general care of the iPads. If there is a problem with the iPad, the student should take it to the Homeroom teacher for an evaluation of the equipment. 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.
- Do not place anything near the iPad (such as binders or textbooks) that could put pressure on the screen.
- Do not place anything in the 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.

Fixing/Replacing Your iPad/AppleCare

In the case of loss or theft, students/parents are responsible for the full replacement cost of the iPad, case, and/or keyboard. The student is responsible for any damage to the iPad that is not covered by the AppleCare plan. Repairs that are not covered under the AppleCare plan will be charged to the student/parent based on the cost to replace the iPad. iPad support and service must be handled through the school, repairs completed by another source are in violation of this policy. Damage to the iPad, case, or keyboard will require full replacement cost to be paid by the student/parent.

Returning Your iPad

The iPad must be returned to the school in good working condition at the end of the school year. For any lost or returned item deemed damaged or unusable, the

student/parent will be responsible for the cost to repair and/or replace the item as described above.

- Damaged Case- \$25
- Missing iPad/iPads not returned- Full price of the iPad.
- Damaged Screens - \$50

Microsoft Applications

All students are provided with a school issued email address used to access all Microsoft applications (Word, Excel, Forms, Teams, Outlook, OneDrive etc.). Microsoft Teams will be utilized by classrooms. Teams are a secure network that can be used by teachers, students, parents, and schools. It provides a safe way for us to connect, share content, access homework, submit assignments, video conference, save files, and more. Teams is accessible online and through any mobile device with internet capabilities.

Microsoft apps are to be used strictly for educational purposes following these guidelines:

1. Students are provided with an email address and password by the school. The password may not be changed. Students are to keep their passwords private
2. Each account is associated with a student's name and students are responsible for any content bearing their name.
3. Students are always required to use appropriate language. Inappropriate emails will not be tolerated, including derogatory, obscene, or harassing messages. Email messages of such manner will be regarded as major violations and will result in disciplinary action.
4. Students are prohibited from accessing anyone else's account (this includes Teams, Outlook, etc.).
5. The use of email during class is prohibited unless authorized by the teacher.
6. Students may not participate in spamming emails (sending mass or inappropriate emails).
7. Students may not send anonymous and/or false communications.
8. Students should use email etiquette in all communications. Only messages that one would share in person should be written.
9. School email addresses should not be provided to ANY website, company, or third party unless directed by the teacher.
10. Only school-related attachments may be sent on the school email system.
11. Students may not start group chats within Teams. Chats may only be started by teachers.

12. Students must comply with all rules and consequences, including those related to harassment and bullying, are application with respect to a student's use of these systems.
13. Students may select their own profile picture for their Microsoft account. This photo must be a recent picture of only the student with no filters applied.