iPad Acceptable Use Agreement

Section One – Receiving Your iPad and iPad Check-In

1.1 Receiving Your iPad

iPads and iPad chargers will be distributed to students during the first week of school for all students who return the iPad acceptable use agreement and a signed handbook verification form.

iPad Applications and Software
School-issued iPads will come preloaded with the basic eBooks and applications that every student will need to start the school year.

iPad Orientation and Training
Student orientation and iPad training will occur during the first week of school and continue throughout the school year.

1.2 iPad Check-In

iPads and iPad chargers will be returned during the final week of school. If a student transfers out of Valley Catholic Middle School during the school year, the iPad must be returned at that time. Students will be charged for missing or significantly damaged items.

1.3 iPad Check-In Fines

School issued iPads and iPad chargers must be returned during the collection time at the end of the school year. This includes students who transfer to another school, withdraw, are suspended or expelled or receive any type of discipline sanctions that result in the loss of the right to use a school-issued iPad.

If a student/parent/guardian fails to return the iPad at the end of the school year or upon receiving discipline sanctions/termination will be liable for the replacement cost of the iPad.

Furthermore the student/parent/guardian will be responsible for any damage to the iPad and must return the iPad and iPad charger and case in satisfactory condition. The student/parent/guardian will be charged a fee for any needed repairs or replacement costs.

Section Two – Taking Care of the iPad

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the designated spot at school for an evaluation of the equipment.

Minimum protection – iPad cases
Each student will be provided with a school-issued cover for his/her iPad. This cover is the only approved cover.

2.1 General Precautions

The iPad, case and charger are school property and all users will follow the SSMO Campus Schools Technology Acceptable Use Agreement as well as applicable school technology and iPad specific policies.

- Only use a clean, dry soft cloth to clean the screen – do not use cleaners of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage
- iPads must remain free of any writing, drawing, stickers, or labels that are not applied by Valley Catholic Staff. Students may not remove any labels applied by Valley Catholic School.
- Students are responsible for keeping their iPad secure at all times and never left unattended. When not in your personal possession, the iPad should be in a secure, locked environment. Unattended iPads will be collected and stored in the middle school administration office.
- Under no circumstances are iPads ever to be in locker rooms or restrooms or left unsupervised in the hallway or classroom (including inside a school bag).

2.2 Carrying iPads

- Your iPad should always be in its case and carried securely when it is outside your school bag. Please be cautious when placing books, folders, pens, pencils, and other items near your iPad.
- Avoid placing too much pressure and weight on the screen. We recommend using a bag with several pockets to keep these items separate. Always place your iPad on top of a stack of books.

2.3 Screen Care

- The iPad screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage from excessive pressure on the screen
- Do not lean on the iPad.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything inside your cover that will press against the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth.

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Section Three – Using Your iPad

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iPads are intended for use at school each day. In addition to curricular expectations, students may be expected to access school messages, announcements, calendars, and schedules using the iPad. Students are expected to bring their iPads to all classes, unless specifically instructed not to do so by a teacher.

3.1 iPads Left at Home

If students leave their iPads at home, they are responsible for completing course work as if they had their iPads present. No homework deadline extensions nor alternative assignments will be provided, nor will an "extra" iPad be provided.

3.2 iPads Undergoing Repair

Loaner iPads may be issued to students when they leave their iPads for repair to the designated spot at each school site.

3.3 Charging Your iPad's Battery

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. In case of low batteries, students may be able to connect their iPads to a power outlet in class if a cord and outlet are available; however, availability is not guaranteed. If students brings an iPad with a low battery that cannot be used for coursework, they are responsible for completing course work as if they had a functioning iPad present.

3.4 Screensavers/Background Photos

Students will be required to use a photo of themselves as wallpaper for their screensaver and background photo for the school year. This is to help students and staff identify unattended or misplaced devices.

Images of guns, weapons, pornographic materials, inappropriate language or dress, alcohol, drug, gang-related symbols or pictures or any image that conflicts with the teachings of the Catholic Church or practices of Valley Catholic School will result in disciplinary actions.

3.5 Sound, Music, Games, Programs

School-issued iPads are intended for school work and are owned by Valley Catholic School. While students may use the iPad for the school year, the iPad is school property and is a tool to be used to enhance learning.

- Students may not download anything onto the school-issued iPad unless permission is obtained for each specific download.
- Sound must be muted or headphones used at all times unless permission is obtained from the teacher for instructional purposes.
- Game play is not allowed unless specifically connected to classroom curriculum, content and activities.
- Apps and digital content to support classroom learning will be provided by Valley Catholic School

3.6 Photos/Video/Audio Taken with iPad

Students may not take photos/video/audio of other students, staff, or anyone without their permission. The possession, forwarding, or uploading of unauthorized photos/video/audio to any website, network, storage area, or person is strictly forbidden. In addition, photos/video/audio taken with the iPad may not be used to slander, bully or denigrate any student, staff member, or anyone on or off the campus at any time. Photos, audio and video take with the iPad are for educational purposes only.

3.7 Home Internet Access

Students are allowed to connect to other wireless networks through their iPad settings. When the iPad goes home or to any other location and connects to the Internet, content will be filtered to the same levels as those in our school.

Section Four – Managing Your Files and Saving Your Work

4.1 Saving Documents

Students may save work on the iPads in several ways (i.e., iCloud, Google accounts). Storage space will be available on the iPad BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure work is not lost due to mechanical failure or accidental deletion. Instruction on these techniques will be provided in classes. iPad malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

Valley Catholic School makes no guarantee the network will be up and running 100% of the time. In the rare case the network is down, Valley Catholic School will not be responsible for lost or missing data.

4.3 Student Email

Students are assigned a school provided e-mail account through the school's Google Apps domain. No other e–mail account should be linked to this device.

Privacy: The e-mail nor any app/program/etc including but not limited to Google Docs and classroom are not to be considered private. Any information or messages sent or received through the system are available for viewing should they be requested or if there is deemed to be the need to view them due to an investigation by administration. Further: Chat rooms – whether using established chat rooms or "Creating" one through an alternative source such as a shared doc, are no acceptable.

Section Five – Software on iPads

5.1 Originally Installed Resources
All apps and digital content necessary for student use in Valley Catholic School will be provided and must remain installed on iPad in usable condition and be easily accessible at all times. From time to time the school may add apps and other digital resources for use in a particular course. Regular and periodic checks of iPads will be made to ensure that students have not removed required apps and content.

5.2 Additional Apps and Content
Students may not load extra apps or content on their iPad unless permission is obtained for each specific app or content. Students may not sync their iPad to another Apple ID or to a computer.

5.3 Inspection
iPads may be selected at random for inspection.

5.4 Procedure for Re-Loading Apps
If technical difficulties occur or non-Valley Catholic School installed apps and resources are discovered, the iPad will be reset to the original configuration. Valley Catholic School does not accept responsibility for loss of apps or documents deleted due to a re-format and/or re-image.

5.5 Software Upgrades
Upgraded versions of apps are available from time to time. Students may be required to check in their iPads for periodic updates and syncing.

Section Six – Acceptable Use
6. 1   SSMO CAMPUS SCHOOLS TECHNOLOGY ACCEPTABLE USE AGREEMENT

SSMO Campus Schools encourage student and staff use of the SSMO Campus Schools computer network for word processing, computer coursework, browsing the Internet, and electronic mail. SSMO Campus Schools' electronic tools are to be used for educational and/or business purposes only. We recognize the need to use technology ethically and effectively and consider the use of the computer network a privilege, not a right. Student and staff users are personally responsible for their actions in accessing and using the schools' computer resources. Network administrators may review communications and electronic files to maintain system integrity and ensure the appropriate use of the system. Those who do not abide by the Acceptable Use Agreement will be denied computer access and will be subject to disciplinary action.

Users are given a network password and allocated an amount of network space for documents. Users are expected to remain within this allocated space, deleting materials that may take up excessive storage space. Faculty, staff, and students are provided e-mail addresses. Students are not allowed to use e-mail on any school computer other than for educational purposes.

SSMO Campus Schools make no warranties of any kind, whether expressed or implied, for the electronic services it provides. We are not responsible for any damages users suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence, errors, or omissions. All documents stored on the SSMO Campus Schools computer network become the property of the SSMO Campus Schools. Users obtain information via the Internet at their own risk. We specifically deny any responsibility for the accuracy, quality, or nature of the information obtained through the Internet.

6. 2 Activities warranting disciplinary action include but are not limited to the following:

- Providing strangers with personal information of any kind (including that of others)
- Using passwords other than those assigned to you (Do NOT share your password.)
- Transmitting offensive or harassing media (staff, student, or Internet community)
- Disrupting others when they are using the computers or network
- Copying another student's or staff member's work or intruding into another user's files
- Plagiarizing and/or violating copyright laws
- Transmitting material in violation of U.S. or state regulations
- Broadcasting messages on the network
- Employing the network for commercial or political purposes
- Accessing e-mail accounts, chat rooms or bulletin boards for non-educational purposes
- Accessing, installing or playing games without teacher approval and supervision
- Downloading or installing commercial software, shareware or freeware onto the network or Ipad without the approval of the principal and the IT department
- Using resources excessively (i.e. uploading or downloading large files)
- Vandalizing or misusing technology (e.g. harming or destroying data of another user, wasting resources such as paper, Internet bandwidth or network space; damaging keyboards, mouse or monitor, etc.)
- Attempting to log into the network as a network administrator
- Performing unethical or illegal activities of any kind (Activities or messages related to or in support of illegal actions will be reported to the authorities.)
- Posting any unauthorized media of students, staff or likeness of the school logo and images including photos and videos taken at school or school events, classmates or school projects on
- Posting school-related items in a public forum (Facebook, YouTube, Instagram, Snapchat, etc.)
- Use of electronic devices at school without teacher permission including e-readers and cell phones

6. 3 TEACHING APPROPRIATE INTERNET USAGE

As a Catholic, college-preparatory school system, SSMO Campus Schools recognize the need to educate young men and women to use technology ethically and effectively. It is important to our schools' mission to create lifelong learners who know how to find information in our rapidly changing world.

We believe the Internet offers a wealth of educational material for our students and teachers. Access to the Internet enables students and staff to explore thousands of libraries, databases, museums and other repositories of information. With access to computers and people all over the world also comes the availability of material unsuitable to schools.

The SSMO Campus Schools computer network uses domain filtering software to block objectionable sites. SSMO Campus Schools do not use "search word" filtering software for several reasons:

- It is impossible to block all inappropriate sites. A recent *Consumer Reports* article suggests that even the best filtering is only 70% accurate.
- Filters reject much valid information, and "teachable moments" may pass before a site can be un-blocked.
- Access speed is generally reduced when a filter is in place, thus increasing behavior problems and frustration.
- Filtering is an effort to enforce morality from an external source. As a Catholic institution, our schools strive to foster an internal moral code. Filtering inappropriate websites does not to teach students to be ethical or responsible Internet users.

The advent of the Internet does not change what is suitable for schools. VCS staff endeavors in a variety of ways to encourage appropriate Internet usage:
- VCS has an Internet policy in place, and it is enforced.
- All students and parents agree to the Technology Acceptable Use Policy printed in this handbook when they are admitted to an SSMO Campus School. Students are expected to read, understand, and abide by its standards.
- The Acceptable Use Policy is discussed in at the beginning of each school year.
- Signs are posted in the school library and lab clearly stating suitable Internet practice and the consequences for inappropriate use.
- Faculty monitor student computer use throughout the day by walking about the room and by viewing computer screens remotely.
- One-on-one computer-use instruction is given frequently in the lab and library.
- Faculty members spend a great deal of time preparing Pathfinders—hyperlinks to pre-selected website—that fit the topic at hand. Pathfinders help focus students' academic efforts and reduce opportunities for them to wander the Internet where they might stumble on inappropriate websites.
- VCS subscribes to information databases that supply appropriate information for many projects teachers assign. By using these sources, students spend less time on the Internet at large and more time on focused searches.

Pp. 31- 32 – Excerpt from 2014-2015 Valley Catholic Middle School Handbook

Section Seven – Protecting and Storing Your iPad

7.1 iPad Identification
Student iPads will be labeled in the manner specified by Valley Catholic School. iPads can be identified in the following ways:
- Record of serial number
- Valley Catholic School barcode
- Student iPad name sticker

7.2 Storing Your iPad
- When not in use, iPads should be stored securely.
- Nothing should be placed on top of an iPad when stored in a locker, desk or bag.
- After initial instructions, students are required to take their iPad home every day after school, whether needed or not. iPads are not to be left at school overnight.

7.3 iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, hallways, and unlocked lockers. If an iPad is found in an unsupervised area, including an unlocked locker, it will be taken and given to the school administration.

*Under no circumstances are iPads ever to be in locker rooms or restrooms.

Section Eight– Cost of Repairs

8.1 Costs for Damaged, Lost or Stolen iPads

Students will be held responsible for ALL damage or loss to their iPads and iPad chargers resulting from negligence or misuse. This includes accessories not covered by warranty including but not limited to broken screens, cracked pieces, inoperability, etc./ In the event of damage not covered by the warranty, the student and parent will be billed for the cost of repairs. Repairs must be made by an Apple-certified technician using Apple parts. The student will check in/check out a loaner iPad until repairs are made (unless damage is due to gross negligence, intentional destruction, or willful misconduct – administration will then determine iPad use for that student.)

Replacement Costs for Damages and Repairs will be accessed on a case by case basis.

VALLEY
CATHOLIC
MIDDLE
SCHOOL

2017- 2018
Student Handbook

VALLEY CATHOLIC STUDENT/PARENT HANDBOOK VERIFICATION FORM

Valley Catholic School reserves the right to refuse admittance, revoke admittance, suspend, or expel any student who does not cooperate with the policies established in the handbook. The high standards adhered to by our school apply to after-school hours as well. If any parent or student refuses to follow the standards of the school, he or she places the student's admission or attendance at Valley Catholic School in jeopardy, and the student is subject to expulsion or revocation of the student's admission.

As signatories to this form, we acknowledge that we must be in agreement with the statement of Valley Catholic School, demonstrate a spirit of cooperation, and uphold the student handbook. We hereby agree and acknowledge that if either we or the student violate this agreement, the student may, within the discretion of the school, be subject to revocation of acceptance, suspension, or expulsion.

Student's Name: _____

Parent or guardian signature: _____

Eighth grade students MUST BRING THIS FORM, SIGNED, to registration day on **Thursday, August 31th i**n order to receive your school issued iPad.

Please complete this form and bring to registration.