



iPad RESPONSIBLE USE POLICY (RUP)



St. Monica Catholic School is dedicated to the success of each student, focused on the growth of the whole person, and modeled on the teachings of Jesus Christ and the Catholic Church. St. Monica prepares students for a life-long commitment to faith, learning, and service. SMS students and staff have access to the tools necessary to support the most effective learning and teaching environment.

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 included, but not limited to this policy, privileges may be terminated, access to the school technology resources may be denied, and the appropriate disciplinary action shall be applied. The discipline policy outlined in the SMS Family Handbook shall be applied to student actions. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

Students are Responsible for:

- Using technology in a way that upholds the dignity of every human being.
- Using iPads/electronic devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to iPad/electronic device use.
- Using all technology resources for educational purposes
- Respect the privilege of using SMS technology and use it appropriately and with care.
- Completing a Digital Citizenship course on Learning.com
- Helping SMS protect the school's computer system/iPad services by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Securing their iPad, usernames, and passwords when not in use to protect their information and the device.
- Print a copy of e-mail or images containing inappropriate or abusive language or questionable subject matter and turn it in to any SMS staff member.

Parent/Guardian Responsibilities

- It is imperative that all members of our community work together to instill Catholic school values. With regard to technology, it is imperative that students understand that the dignity of all people is respected and guarded.
- Talk to your children about the values and standards they should follow on the use of the internet just as you do on the use of all media information sources such as television, cell phones, movies and social media.

School is Responsible for:

- Providing access to online content, resources and e-mail while students are at school.
- Providing access to a school assigned Apple ID.
- Providing user accounts for gmail, Google Drive and apps, Learning.com, Harmony, and notability.
- Providing internet filtering of inappropriate materials to the best of its ability while on school grounds.
- SMS reserves the right to review, monitor, and restrict information stored on or

transmitted via the iPads or other electronic devices utilized at SMS, at any time, and to investigate inappropriate use of resources.

- Providing staff guidance to aid students in doing research and help assure student compliance of the responsible use policy.

Irresponsible Use – Students are prohibited from:

- Bypassing the school web filter, change or attempt to bypass computer settings.
- Illegally installing or transmitting copyright materials, including intellectual property.
- Performing any action that violates existing school policy or public law.
- Send, access, upload, download, or distribute inappropriate materials including, but not limited to, offensive, profane, racist, threatening, pornographic, obscene, or sexually explicit materials.
- Any other inappropriate use as deemed by school personnel.
- Acquiring pictures, video, and audio recordings of any student or staff member at any time in restrooms, classrooms, hallways, or during unauthorized times.
- Using sites selling term papers, book reports and other forms of student work.
- Spamming – sending mass or inappropriate emails.
- Gaining or sharing access to any other's passwords, accounts, files, and/or data.
- Using the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity or activity that does not align with the curriculum and mission of SMS.
- Using anonymous and/or false communications.
- Providing personal information, for any reason, over the Internet.
- Participating in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (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) of school equipment.
- Attempting to gain unauthorized access to network hardware, resources, software or files.
- Transmitting or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

Student iPads

- iPads, textbooks and apps loaded on the iPads provided by St. Monica Catholic School remain the property of St. Monica Catholic School. Upon graduation from St. Monica, the iPad will be returned to the school.
- Students who have chosen to opt out of using the SMS provided iPad must provide an iPad 3 or 4 and agree to allow the SMS Technology Department to wipe and reimage the iPad with the basic SMS software, control, and app load. Furthermore, they must agree to and comply with all expectations for iPad use and care as if the iPad was owned by SMS. SMS will not service, repair, or replace student owned iPads.
- If an SMS iPad is lost or stolen, the student's family is responsible for filing the appropriate insurance claim with their personal insurance company as soon as possible. If the iPad is to be replaced through SMS, the family will be charged a \$400 replacement fee thru the business office for the lost or stolen iPad.

iPad Returns

Students who withdraw, are expelled, or terminate enrollment at SMS for any reason must return his/her school-owned iPad, school provided cover, and Apple adapter in good working condition on the date of termination.

Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the SMS Family Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet including graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in disciplinary action by the school or criminal prosecution.

Financial Terms of Mobile Technology Use Insurance and Maintenance Fees

- Several companies offer insurance for the iPad. <http://www.worthavegroup.com/> is one such company. We do not endorse any specific company but recommend that you choose one in order to reduce costs in the event that damage or loss occurs.
- If the iPad is lost, stolen or completely damaged, the family will be responsible for the full replacement cost.
- 8th graders must pay all fees and return the iPad to get reset before participating in commencement exercises.

iPad Costs for Lost, Stolen, or Full-Cost Damage

iPad 4, cover, and adapter - \$475

Damaged iPads

Report damage to SMS technical staff immediately even if you have insurance.

If Student Opts Out of buying insurance

- 1st damage occurrence – full cost of repair (see chart below - student will receive loaner iPad until their iPad is repaired)
 - 2nd damage occurrence – full cost of repair (see chart below)
 - 3rd damage occurrence – full cost of iPad - \$400

Chart of Estimated Repair Pricing for Deductibles

Damage or Neglect Incident	Estimated Repair/Replacement
Broken Screen	\$75
Broken LCD screen	\$125
Cable or Home button	\$100

iPad adapter replacement cost - \$30

iPad cover replacement cost - \$50

SMS iPad Pledge

- I will take good care of my iPad.
- I will never leave my iPad unattended and I will know where it is at all times.
- I will protect my iPad by only carrying it in a strong, durable case.
- I will use my iPad in ways that are appropriate, meet SMS expectations and are educational.
- I will use appropriate language when using e-mails, 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.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of SMS.
- I will follow the policies outlined in the Acceptable Use Policy and the SMS Family Handbook while at school and at home during all times.
- I will never loan out my iPad or give my password to other individuals.
- I will not let anyone else use my iPad other than my parents or guardians.
- I will charge my iPad's battery daily and arrive at school with my device charged.
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- I will clean the screen with a soft, antistatic cloth ONLY; no cleaners
- I will not disassemble any part of my iPad or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on the iPad or iPad cover or do anything to temporarily or permanently alter the iPad in anyway.
- I will not remove or deface the serial number, asset tag, or other identification on any iPad.
- I will file a police report in case of theft, vandalism, and other acts covered by insurance and inform the Technology Director.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the iPad, case, and power cords in good working condition.
- I agree to the stipulations set forth in the above documents.

By signing this RUP, the student and parent acknowledged that they have read, understand, and will adhere to the provisions above as well as those set out by each classroom teacher.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Please Print) _____

Parent/Guardian Signature: _____ Date: _____

iPad Asset tag number: _____ Assigned by: _____