

Seton Catholic School

iPad and Technology Use Agreement

Approved by Seton
Advisory Committee
September 16, 2013



Seton Catholic School iPad and Technology Use Agreement Policy

To enhance learning, enrich the educational experience, and provide for the acquisition of twenty-first century skills, 7th and 8th grade students that attend Seton will be issued an iPad to use during the school year. This incredibly powerful tool empowers students to maximize their full potential by preparing them for the future and distinguishes Seton as a model of academic excellence.

Use of these new technologies is a privilege that carries responsibility and behavioral expectations. The iPad is the property of the school so students must take the utmost care of their assigned iPad to insure it is in good working order when it is to be returned to the school. It is understood that all members of the Seton community will use all available technological devices and the school's network in a responsible, ethical and legal manner at all times by following the policies and procedures governing the use of the iPad and other school computers.

Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the iPad just as you do on the use of all media information sources such as the Internet, television, telephones, movies and radio. In addition,

- monitor your child's treatment and care of the iPad in order to help instill in them a pattern of responsible ownership
- Charge the iPad regularly at home
- use your child's iPad to access your child's planner in order to be aware of classroom responsibilities
- set up an iTunes or iCloud account, manage password and purchases

School Responsibilities

- Provide Internet (at school) and email access through the iPad to its students
- Provide required educational apps for use with the iPad
- Provide staff guidance to aid students in doing research and help assure student compliance with the acceptable use policy
- Provide lockers for secure keeping of iPads at school
- Teach students to use and embrace new technology in meaningful ways
- Label each student's iPad with a serial number that will be assigned to each student

Student Responsibilities

- Use computers/iPads in a responsible and ethical manner
- Follow all policies with regard to responsible care of the iPad and accessories
- Obey school rules concerning behavior and communication that apply to iPad/computer use
- Turn off and secure their iPads after they are finished working to protect their work and information
- Back up all important files
- Charge the battery at home the night before school. Make sure your iPad is ready for classes
- Bring iPad home and back to school every day unless directed otherwise
- The iPad and all accessories may not be used at any time by anyone other than the student to whom they are issued
- No stickers, writing, scratching etc. may be placed on the iPad, case or accessories
- iPads must always be in their school issued protective case. Alternative cases are not allowed
- No food or drink may be consumed near the iPad. iPads are not allowed in the cafeteria when food and drink are present
- Do not leave the iPad in direct sunlight, or in places of extreme temperature like a car in the middle of summer or in the middle of winter
- Take the iPad to the Technology teacher for repair. Do not attempt to dismantle or repair the iPad, yourself
- Do not attempt to hack or jailbreak the iPad
- Do not attempt to bypass, disable or uninstall security software and school profiles installed on the iPad
- Never leave one's iPad unattended or in plain view
- **Students are not permitted to download any social media app on a school issued iPad.**

Acceptable Use

The use of the Seton technology resources is a privilege, not a right. The privilege of using the technology resources provided by Seton is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in the school. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources.

Apps, music, video, books, etc., henceforth referred to as “media,” are allowed to be installed on student iPads as long as the student is the owner of that content. For example; a song purchased by a student on iTunes is allowed on his/her iPad, but a copy of the song is not allowed to be

placed on another student's iPad. Each student must pay for their own copy of the song. Media must not be offensive to others (Faculty, Staff, Administration, and other students).

Unacceptable Use

Any attempt to circumvent or bypass the web filter is a major offense. Internet usage on the iPad is not monitored while students are away from the school network, and Seton takes no responsibility for content accessed by the students. Parents should monitor student activities as they feel necessary while at home. Student Activities Strictly Prohibited includes but is not limited to:

- Illegal installation, appropriation, or transmission of copyrighted materials
- Any action that violates existing Seton policies, Seton student handbook, or public law
- Sending, accessing, uploading, downloading, or distributing offensive or embarrassing, profane, threatening, pornographic, obscene, or sexually explicit materials or those that can be interpreted as harassing or demeaning
- Using the iPad camera, video, FaceTime or other apps in any way that is offensive, profane, threatening, pornographic, obscene, sexually explicit or damaging to another person
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Taking pictures of other student's work unless working on a group project
- Use of bit torrents or illegal file sharing sites
- Any form of jail breaking, rooting or in any other way tampering with the iPad's iOS operating system
- Changing iPad settings (exceptions include personal settings such as font size, brightness, etc.)
- Spamming, sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of the school's Internet, network or email accounts for financial or commercial gain or for any illegal activity
- Use of any form of anonymous and/or false communications
- Participation 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
- Bypassing the school's web filter through a proxy server
- Using another student's iPad
- The iPad may not be used to take pictures, videos or record sounds of other students, guests or school personnel without their express consent.

Legal Propriety/Copyright

All students must 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 Seton's handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Use or possession of hacking software is strictly prohibited.

Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action.

Policy Violations and Disciplinary Consequences

Misuse of school iPads will result in confiscation and search of the iPad. If violations of the technology agreement are found on the iPad, it will be restored to the school default settings resulting in the loss of all installed media and any school assignments/class work that was not backed up. Students will be held accountable by their teachers for assignments that are not complete because their iPad was restored due to misuse. Additional disciplinary action and or loss of privileges/features may be taken by the school depending on the severity of the infraction including: detention, daily check-in/checkout of iPads from the technology teacher, iPad privilege suspension and termination of privileges. Violations may result in disciplinary action up to and including expulsion for students. When applicable, law enforcement agencies may be involved. The school principal/pastor will be the sole arbiters of interpretation, violation and penalization of every aspect of the Technology Policy.

Loss of School Property

Students are responsible for the loss of computer devices, including iPads that are assigned to them. The student will be responsible for the replacement cost of the device if it is not found within 2 weeks. Any missing or stolen equipment must immediately be reported to the principal and if appropriate, the nearest law enforcement agency. Every effort will be made to locate and recover the missing device.

- Procedures for Reporting Theft Outside the School
 - Report immediately to the law enforcement jurisdiction where the loss/theft occurred and file a report.
 - Request a copy of the report to give to the school.
- Procedures for Reporting Theft Inside the School
 - Report immediately to the office.
 - Retrace all steps taken since the loss of the equipment. Check with teachers friends, etc.
 - Follow the above procedures for reporting outside the school.

Malfunctioning iPads must be reported immediately to the technology teacher so that the device can be repaired or replaced.

Unattended iPads – iPads are not to be left unattended and should be secured in a locker when not in use.

iPad Check out Procedure

Criteria for checking out an iPad:

- A completed, signed copy of this agreement. (Only the last page is needed)
- A completed, signed copy of the ACCEPTABLE USE and INTERNET SAFETY POLICY. (Only the last 2 pages are needed)
- Insurance for the iPad must be purchased through Seton School.

It is encouraged that you create an iTunes account prior to picking up the iPad. Instructions for creating an iTunes account are listed under the “User Accounts” portion of this policy. Once the equipment has been checked out, it is in the full possession and responsibility of the student.

The assigned iPad will include:

- iPad
- Charger
- Protective Case
- Apps

iPad Return/Buy Out Procedure

All items that were checked out to the student when the iPad was assigned must be returned when the student graduates, transfers out or when the school upgrades students to a newer iPad. Alternatively the student and parent will be given the option to purchase the iPad for personal non-school use. The price for the purchase of the iPad will be the market value of the iPad, apps and protective case at the time the iPad is to be returned.

If you decide that you do not want to purchase the iPad, the student and or parent can return the iPad to the school. When the iPad and accessories are returned, they will be inspected for damages. Damages outside of normal wear and tear must be paid for by the student or parent at the time of return. If you do not return the iPad or make arrangements for return it is assumed you want to purchase the iPad and you will be billed the market value of the iPad.

Warranty Information/Assessment of Costs

If a problem is caused by manufacturer defect, it will most likely be covered under the iPad warranty. Accidental damage warranty coverage is subject to the terms set by the warranty provider who will ultimately decide whether or not the damage will be covered. Examples of

accidental damage include: liquid submersion, power surge due to lightning, accidental damage, theft, fire/flood/natural disaster, and vandalism.

Summary of the warranty coverage

- Two incidents are covered under this warranty.
- Each incident will cost the student a \$49 deductible.
- Any incidents occurring after the 2nd warranty claim will not be covered, and the student will have to pay the full cost of repairs.

Intentional damage or willful neglect will not be covered by the accidental damage warranty, and the student will pay for the damages out of pocket. Examples of damage not covered by warranty:

- Throwing or punching the iPad
- Carrying the iPad unprotected in the rain
- Leaving in extreme temperatures
- Damage caused while not in the case

User Accounts

School Account

The school will provide you with a user name and password for access to school computers, email, network files, and internal web sites. You are responsible for activities on this user account so you must protect your account from being used by others. Be sure to log out of any computers when you are finished with them, and do not share your account information with anyone.

iTunes Account

In order to download media to your iPad, you must have an iTunes user account. If you do not already have an iTunes account you can create one at no cost by installing iTunes on your home computer or making an app purchase from your iPad in the app store.

If you do not want to associate a credit card or iTunes gift card with your iTunes account, you must first purchase a free app from either the iTunes or iPad app store. For detailed instructions on setting up an iTunes account without a credit card, go to

<http://support.apple.com/kb/HT2534>.

It is important that you make sure you never lose control of your iTunes account because the school is unable to take any action in recovering your account for you. Be sure to secure your account with a strong password so that no one can hijack your iTunes account.

Email

An email account will be provided to each student. This account will be used by faculty, staff, and administration and fellow students and will be the main means of student communication.

- Email is to be used for school related communication only. Advertising, jokes, chain letters, etc. are not permitted.
- File attachments should only be sent when they are for educational purposes.
- Email is the property of the school and may be read by any administrator at any time for any reason.

Personal iPad or computer use at school

Personal computers and other computer like devices such as the iPad are prohibited from use at School. School provided computers are available for computer class assignments that cannot be performed on an iPad. None of these policies and guidelines shall interfere with the right of school authorities to act swiftly and decisively in dealing with situations believed to be detrimental to the welfare of the student, the student population, or learning environment.



SETON CATHOLIC SCHOOL
INSPIRING MINDS. INSTILLING VALUES.

Seton Catholic School Student Pledge for iPad Use

- I will use my iPad in ways that are appropriate, meet Seton Catholic School expectations, and are educational.
 - I will use appropriate language when using e-mails, journals, 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 Seton Catholic School.
 - I will follow the policies outlined in the iPad Acceptable Use Policy and the Seton Catholic Student Handbook while at school and at home at all times.
 - I will take good care of my iPad and protect it by only carrying it in the case provided.
 - I will never leave the iPad unattended, and I will know where it is at 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 to 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 case or do anything to permanently alter the iPad in any way.
 - I will not remove or deface the serial number or other identification on any iPad.
 - I will be responsible for all damage or loss caused by neglect or abuse.
 - I agree to return the iPad, case, and USB/power adapter in good working condition upon leaving Seton Catholic School unless deciding to purchase it for personal use.
- I agree to the stipulations set forth in the above documents.

Student Name (Please Print):

Student Signature:

_____ Date: _____

Parent/Guardian Name (Please Print):

Parent/Guardian Signature:

_____ Date: _____



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Seton Catholic School

iPad Technology Agreement and Use Policy 2017-2018

I agree to abide by all the rules of the iPad Technology Agreement and Use Policy.

I understand that by accepting this iPad, I am responsible for any damages that occur to the device. I understand that the iPad belongs to the school and is being loaned to me.

I understand that the iPad is covered under an extended accidental warranty at a cost of \$65.00 per year. Should an accident occur that requires a repair, I will be responsible for making the \$49 deductible payment. If the repair is not covered under warranty, I will be responsible for paying for the replacement of the iPad.

I understand that upon withdrawing from school, I am required to return the iPad. If the iPad is not returned, I will be assessed a fee for the replacement cost of the iPad.

I understand that I must create or use an existing personal iTunes account for use on my assigned iPad. Any apps that I purchased that are lost are not the responsibility of the school to replace.

I hereby release Seton Catholic School and its personnel from any and all claims and damages of any nature arising from my child's 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 Seton 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 full responsibility if and when my child's use of technology is not in the school setting, and understand that my child is subject to the same rules and agreements while not in school.

INDEMNIFY AND DEFEND. The undersigned Parents agrees to indemnify and defend Seton Catholic School teachers, employees and agents against, and hold them harmless from any and all claims, causes of action, damages to or destruction of any property of Seton Catholic School or any others, injury or death that may result to the undersigned, the undersigned's child, or anyone else, arising out of the actions or inactions of the undersigned's child.

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

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____



SETON CATHOLIC SCHOOL
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Insurance Claim Form

Serial Number: _____

Type of Incident (check one):

Accidental damage []

Theft []

Vandalism []

Fire/Flood/Natural disaster []

Power surge due to lightning []

Police Report Number (for theft and vandalism claims only): _____

Date of Incident: ____/____/____

Location of Incident: _____

Please describe the circumstances of the incident in detail:

Name:

Address:

City, State and Zip:

Phone Number:

SWORN STATEMENT

I, _____, (parent signature) affirm that the above information is true and correct to the best of my knowledge.

Please be advised that any person who knowingly and with intent to defraud any insurance company, files a statement of claim containing any materially false information, or conceals for the purpose of misleading information concerning any fact thereto, commits a fraudulent insurance act, which is a crime.