



Allentown Central Catholic High School, Inc.
iPad Acceptable Use
Policy and Contract

At Allentown Central Catholic High School, Inc. (ACCHS), we strive to prepare students for success in the 21st century college and future workplace by incorporating collaboration, problem-solving, and communication skills through the integration and utilization of technology. Having this technology available to students at all times will foster learning and engage students in a unique way. Additionally, it will help prepare students for their futures in college or in the workplace. To accomplish this goal ACCHS will be launching a 1:1 iPad learning initiative beginning with the 2017-2018 school year.

The policies and procedures listed below will apply to all iPads owned by ACCHS and used by the ACCHS students as part of this program. Teachers may set additional requirements within their classrooms.

All terms of the Acceptable Use Policy contained in the Parent/Student handbook apply.

Ownership

ACCHS will retain title to the equipment at all times. Any software or Apps that are installed by ACCHS on the iPad will likewise be owned by ACCHS. The school will place an asset label on the device and case that is not to be removed or altered in any way.

Students must keep their iPad in the school-issued case at all times, and all equipment will be returned to the school in good operating condition.

Student and Parent/Guardian understand and agree if ACCHS determines the Student failed to adequately care for the iPad or violates school rules, policies, or this Agreement, the school may terminate the Student's ability to use the iPad outside of school or even the use of the iPad at all and the school may immediately repossess the iPad.

Use and Storage

The primary use of the iPad is for educational purposes. The student may use the iPad for other purposes only to the extent that it does not interfere with its primary educational use.

- Students are responsible for bringing their iPad to school each day fully charged.
- iPads are to be locked in a secure place when not with the student. They should never be left unattended.
- iPads are never to be loaned to other students and passwords are not to be shared.
- Any content added by the student (music, pictures, etc.) must be appropriate for ACCHS students. No adult content may ever be on a student iPad. Being allowed to download content is a privilege, which may be revoked.

- A list of currently available applications that students will be allowed to install can be found at this [link](http://bit.ly/ACCapps) (bit.ly/ACCapps)
- While there are filters in place at ACCHS, parents are responsible for student use. Parental monitoring when off campus is highly recommended. School policies will still apply when off campus.
- Students should backup important files to iCloud, Google Drive, Dropbox etc. If an iPad has any technical issue, it may require re-imaging which will wipe all content.
- If there are any technical issues, the iPad should be taken to the Media Center Manager in the Media Center (Mr. Fox) by the end of the school day.

Loss, Theft, or Damage

The iPad is an essential part of learning, just as a textbook would be. Students will be responsible for the iPad in the same manner as a textbook.

Loss

iPads that are lost must be reported to the Media Center Manager immediately, and the student and the parent/guardian will be responsible for a replacement cost up to \$429.00. Students may not replace the device on their own. The replacement fee would be payable within thirty (30) days from the reported loss date.

Theft

In the event that a student's iPad is stolen, the parent(s)/guardian(s) have the following options:

- If the iPad is stolen, parents/students may choose to file a police report.
- Parents may choose to submit the theft to their homeowners insurance for possible reimbursement.

Students and their parent/guardian are responsible for the replacement fee as detailed above.

Damage

Any damage other than normal wear and tear will be the responsibility of the student/parents. However, included in the technology fee is an extended warranty from Apple:

Every iPad comes with one year of hardware repair coverage through its limited warranty and up to 90 days of complimentary support. AppleCare+ for the iPad has been purchased for each device and it extends your coverage on the iPad for the duration of the lease. Two incidents of accidental damage will be covered, each subject to a \$49 service fee.

Prohibited Use

- Any action that violates current school policy or public law
- Violation of Copyright Laws
- Cyber bullying
- Circumventing the management system, software, or the filters

- Installing a Virtual Private Network (VPN)

Privacy

There is no expectation of privacy for any communication made using the device or for any content stored on the device. ACCHS reserves the right to inspect the device and its contents at any time and for any reason. Any content including, but not limited to audio, video, photographs, and music could be subject to discovery in the event of legal action or otherwise subject to access by third parties pursuant to law.

General Care and Use

The iPad assigned to a student remains the property of the ACCHS; therefore, students are expected to care for the device in a proper and respectful manner. The school may charge for loss or damage to the device and/or any accessories.

General Use and Care Guidelines

- Only use a clean, soft dry cloth to clean the iPad's screen; no cleansers of any type should be used.
- Insert and remove cords and cables carefully to prevent damage to connectors. Students will not be allowed to return frayed or damaged charging cords.
- If a charging cable and transformer are lost or damaged, they must be replaced at the student's expense with certified Apple products.
- Broken covers will be replaced by the school at the student's expense.
- Allow battery to run down to about 30% before charging.
- Do not write, draw, or apply any stickers or labels to the iPad or case unless directed by the school.
- Handle the iPad carefully. Screens can crack not only when dropped but also when twisted or subjected to pressure from stepping or leaning on them.
- Do not leave the iPad in places of extreme temperature (hot or cold), humidity, or limited ventilation (e.g., in a car) for an extended period of time.
- All iPads must be in a protective case. Students are required to keep the iPad in the provided case at all times. Only the school-provided case is allowed to be used.
- Arrive at school each day with a charged iPad. If there is not a sufficient charge on the iPad to use through the school day, it is considered "unprepared for class" and appropriate consequences will be enforced.
- Students who wish to use a keyboard must use a "plugin" connection keyboard, not Bluetooth or wireless connection.

Internet Safety

It is the policy of ACCHS to:

- Prevent school network access to or transmission of inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications through firewalls and filters
- Comply with the Federal Communications Commission's Children's Internet Protection Act (CIPA).

In compliance with the Children's Internet Protection Act, students will complete an Internet safety course in 9th grade. The curriculum focuses on educating students about appropriate online behavior, including interacting with other individuals on social networking websites, dangers of online chat rooms, and cyber-bullying awareness and response.

ACCHS staff monitors student use of the Internet, through either direct supervision, or by monitoring Internet use history, to ensure that network services are used within the context of the school's instructional program, educational goals, and to enforce the Internet Safety Policy and Acceptable Use Policy. iPads will be filtered both in and out of school.

International Students

Students of Allentown Central Catholic High School's International Student Program are not permitted to take their iPad out of the United States. Before leaving the U.S., students need to turn in their iPad to the Media Center Manager. Once the student returns to ACCHS, their iPad will be returned to them. Teachers will be made aware of this policy so that they can plan ahead for any assignments that students might need to complete.

ACCHS reserves the right to amend this document. Future addendums will be sent to parents/guardians.