

# NOTRE DAME CATHOLIC COMMUNITY

*faith, family, Education*

## **iPad Responsible Use Policy**

All iPads remain property of Notre Dame Catholic School. All applications (apps), files and documents stored on the iPad are the property of NDCS. NDCS reserves the right to confiscate and search a student's iPad to ensure compliance with the Acceptable Use Policy. Students in violation of the Acceptable Use Policy may be subject to but not limited to; disciplinary action, repossession, overnight confiscation, removal of content. In the event of repossession or confiscation, completion of all class work remains the responsibility of the student. Notre Dame Catholic School is not responsible for the financial loss of any personal files that are deleted.

## **Student Responsibilities:**

### **Caring For The iPad**

- Students will be receiving cases for their iPads. These cases are to remain on at all times.
- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused. NEVER have your iPad out of the provided case. Never drop nor place heavy objects (books, laptops, etc.) on top of the iPad.
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad's screen.
- Defacing of the iPad, in any way is prohibited (stickers, markers, etc).
- To extend battery life, students should always turn off and secure their iPad after work is completed.
- Do not subject the iPad to extreme heat or cold (do not store in vehicles).
- If students leave their iPad at home, they are responsible for getting any assignments or coursework completed as if they had their iPad present. Spare iPads will not be available to students who forget to bring their iPad to school or who fail to charge their iPad.
- iPads must be brought home at night and charged.

### **Safeguarding and Maintaining as an Academic Tool**

- iPads are intended for use at school each day. In addition to teacher expectations and class materials for iPad use, school messages, announcements, planners, calendars and schedules may

be accessed using the iPad. Therefore, pupils are responsible for bringing their iPad, fully charged, to all classes each day. Charging at school may not be available.

- If an iPad is left at home or is not charged, the student remains responsible for completing all coursework as if they had use of their iPad. Repeat offenses will require the iPad be confiscated by the Associate Principal and 'checked out' on a daily basis.
- Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment, unless no other means of completion exist.
- Items deleted from the iPad cannot be 'undeleted', so backing up your work is very important.
- Work completed on the iPad should be e-mailed to your assigned teacher. This is another way of protecting the work you have done on the iPad.
- Preloaded apps may not be deleted and they must be updated periodically.
- Memory space is limited. Academic content takes precedence. Students should not use iPads for personal files and apps.
- Non-educational content is for personal use only and should not be shared in any manner, audio or visual, with other students.
- The volume is to remain on mute unless headphones are attached and/or permission is obtained from the teacher.
- The whereabouts of the iPad should be known at all times. It is student responsibility to keep their iPad safe and secure.
- iPads belonging to other students are not to be tampered with in any manner.
- If an iPad is found unattended, it should be given to the nearest faculty/staff member.

### **Lost, Damaged or Stolen iPad**

- If the iPad is lost, stolen, or damaged, the Principal's Office must be notified immediately.
- iPads that are believed to be stolen can be tracked through the MDM (school's management program for the iPads). Lost iPads that cannot be recovered are capable of being remotely wiped.
- The student is responsible for any and all damage done to the iPad as well as the expense to remedy such damage.
- The student is responsible for the full replacement cost for replacing an iPad that is lost, stolen, or damaged beyond repair.

The iPad is subject to routine monitoring by teachers, administrators, and the technology staff. Notre Dame Catholic School Staff will periodically monitor iPad wireless activity. If the acceptable use policy is violated, the iPad may be remotely locked down, wiped, and/or confiscated.

### **Prohibited Uses Include:**

- **Accessing Inappropriate Materials** - All material on the iPad must adhere to the values and mission of Notre Dame Catholic School. Students must abide by the same prohibited uses as the use of lab computers and laptops. Students are not allowed to send, access, upload, download, or distribute offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.

- Safari is the one and only browser permitted for iPad use. Downloading other browsers is not permitted. Proxy sites are also prohibited.
- NDCS iPad is the only permitted wireless network for student iPad use, while they are on campus. Connecting to other WIFI networks is not permitted while on the school's campus.
- Illegal Activities - Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- Students are **not** allowed to have music or install apps on their iPad's.
- Cameras - Students must use good judgment and follow the predefined NDCS rules of conduct when using the camera. The student agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of cameras in restrooms, regardless of intent, will be treated as a serious violation.
- Use of the camera and microphone are strictly prohibited in the classroom and hallways unless permission is granted by a teacher.
- Misuse of Passwords/Unauthorized Access - Students must set a passcode to their iPad to prevent other students from misusing their iPad. Any student caught trying to gain access to another student's accounts, files or data will be subject to disciplinary action. Students will be provided an AppleID and create an account, provided by the school, the first day they receive their device. It is the student's responsibility to remember all IDs/passwords.
- Malicious Use/Vandalism - Any attempt to destroy hardware, software or data.
- Jailbreaking – Jailbreaking is the process of which removes any limitations placed on the iPad by Apple. Once jailbroken, users are able to download additional applications, extensions and themes that are not otherwise available. Jailbreaking results in a less secure device and is strictly prohibited.

## **Email**

NDCS provides students with filtered email accounts for the purpose of inter-school communication. Availability and use may be restricted based on school policies. Personal email accounts should not be accessed using the school's network or school devices. If students are provided with email accounts, they should be used with care. Students should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage will be monitored and archived.

## **Technology Policy**

Please note: All families are given online accounts. All of Notre Dame's communication is done via electronic mail. We remind all families to check their email & Student Management System on a daily basis.

### **I. Background**

Use of the Internet enhances the present curriculum of Notre Dame. The Internet is a tool for

motivation for increasing reading and writing skills. It is a resource for information and for classroom research projects and other studies related to the curriculum. It provides communication with professionals in every field.

Use of the Internet is determined to be a privilege and not a right of Notre Dame students. As such, Internet usage will be regulated. This policy outlines and defines Acceptable Use on the Internet while at Notre Dame.

## **II. School's Responsibility**

This policy specifically sets out acceptable uses, rules of on-line behavior, and access privileges regarding Internet use through Notre Dame. It also covers the penalties for violations of the policy, including security violations and vandalism of the system. The school reserves the right to secure and maintain a written agreement to be signed by teachers, students, and their parents outlining the terms and conditions of Internet use to be kept on file.

All use of the Internet must be in support of education and research and consistent with the purposes and Christian mission of Notre Dame. Students are responsible for good behavior on the school's computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services will only be provided to students after they agree to act in Christian, considerate, and respectable manner.

Independent student use of telecommunications and electronic information resources will be permitted upon submission of permission forms that include guidelines for the student's responsibilities. Based upon the acceptable use guidelines outlined in the policy, Diocesan policy, and the permission forms, Notre Dame's administration, faculty, and staff of the school may request the principal to deny, revoke, or suspend specific user accounts when violations occur.

Notre Dame Catholic School and the Diocese are not liable for information stored on school hard drives or servers; for information retrieved through school computers, Networks, or on-line resources; or unauthorized financial obligations resulting from use of Diocesan and/or Notre Dame resources and accounts to access the Internet.

## **III. Acceptable Use**

The use of the Internet and related technologies must be in support of education and research, and consistent with the educational objectives, purposes, and mission of Notre Dame. Use of other organizations' networks or computing resources must comply with the rules appropriate in these networks.

Individual users of the computer networks are responsible for their behavior and communications over these networks. It is imperative that users comply with school standards and honor the policy.

Networks storage areas may be treated like school lockers. Designated school representatives may review files and communications to maintain system integrity and ensure that students are using the system responsibly and are consistent with the acceptable uses outlined herein. Users should expect that files stored on school servers will not be private.

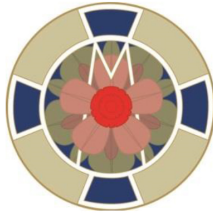
#### **IV. Unacceptable Use**

The use of the Internet connection in the school is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Notre Dame's administration will deem what is appropriate and inappropriate and their decision is final.

The following are not permitted:

- Accessing, uploading, downloading, or distributing immoral, pornographic, obscene, or sexually explicit materials.
- Sending or displaying unchristian, immoral, offensive, violent, pornographic, obscene, or sexually explicit messages or pictures.
- Using violent, abusive, obscene, or sexually explicit language.
- Harassing, insulting, or attacking others.
- Damaging computers, computer systems, or computer networks or attempting to harm or destroy data of another user.
- Violating copyright laws.
- Use of any other person's password.
- Trespassing in other's folders, work, or files.
- Intentionally wasting resources.
- Employing the network for commercial purposes.
- Transmission of any material in violation of any federal, state or local law, regulation, rule, or ordinance.

NOTE: Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computer system is prohibited. The students and staff should have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in his/her directory. Notre Dame's network system operator, or other school employee, may, at any time, review the subject, content, and appropriateness of electronic communications or other computer files, and remove them if warranted, reporting any violation of rules to the school administration or law enforcement officials.



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## Parent/Student iPad Agreement

Every parent/student must read and sign below:

I have read, understand and agree to abide by the terms of the foregoing iPad Acceptable Use Policy and the Computer, Network, and Internet Acceptable Use Policy. I agree that in keeping with the mission and philosophy of Notre Dame Catholic School, it is ultimately my responsibility to make good choices when I use the iPad and computer network. Should I commit any violation or in any way misuse my access to NDCS's computer network and the Internet, I understand and agree that my access privilege may be revoked and disciplinary action may be taken against me.

Name (Please print clearly) \_\_\_\_\_

Student Signature/Date \_\_\_\_\_

\_\_\_\_\_ iPad Serial Number \_\_\_\_\_ Apple ID

Parent/Guardian Network Usage Agreement (Please read and sign below)

As the parent or legal guardian of this student, I have read, understand and agree that my child or ward shall comply with the terms of Notre Dame Catholic School's Responsible Use Policy, and the Computer, Network, and Internet Acceptable Use Policy for the students' access to the school's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the both Policies. I am therefore signing this Policy and agree to indemnify and hold harmless Notre Dame Catholic School against all claims, damages, losses and costs, of whatever kind, that may result from my child's use of his access to such networks or his violation of the foregoing Policy. Also, in the case of lost, stolen, or damaged beyond repair iPad, I accept responsibility for the replacement cost of **\$400.00**.

I hereby give permission for my child to use the iPad and the building-approved account to access the computer network and the Internet.

Parent/Guardian Name (Please print clearly) \_\_\_\_\_

Parent Signature/Date \_\_\_\_\_

