

Saint James Academy iPad Acceptable Use Agreement Form

iPads are an exciting educational tool that come with great responsibility. Students must abide by all school rules as outlined in the Student/Parent Handbook, the Acceptable Use Policies of SJA and the guidelines given by any teacher or staff member. Students are responsible for good behavior and choices on school computer networks just as they are in a classroom or anywhere on campus. General school rules for behavior and communication apply both on and off campus. The use of an iPad is a privilege that can be revoked.

Monitoring/Privacy

1. Students and Parents acknowledge that SJA can and will manage the iPads remotely through a Mobile Device Management system. This system gives the school the ability to restrict or remove applications from the iPad, to view applications installed on the iPad, as well as the ability to remotely lock or erase the device and its data. Bypassing (or attempting to bypass) the SJA web filter through a web proxy is strictly prohibited.
2. Parents agree to monitor student use of the Internet while on their home network using the iPad. This iPad Acceptable Use Policy applies to SJA students at all times, whether or not the students are on campus.
3. Students and Parents agree that only the student may use the iPad. Family and friends should not have use of the iPad. Gaining access to other students' accounts, files, and/or data is not allowed. Students will use only their own passwords and will not share them. Students will not handle or use another student's iPad except during a collaborative activity and only with permission.
4. Students and Parents acknowledge that St. James Academy (SJA) may review the contents of any iPad used at school at any time to verify content. Students/Parents may not set a privacy code on their iPads except on the login page. This will be done together at school and may be overridden by SJA. Students will share all passwords with their classroom teacher.
5. Students and Parents agree that all apps and content to be installed on the iPad (including music and media files) must be pre-approved by school faculty or administration. Changing iPad settings (except for personal settings like font size or brightness) is prohibited.

Acceptable Use/Prohibited Use-

1. Any activity that violates copyright laws is not permitted. Any music or other commercial files installed on the iPad must be legally owned by the student user and must be preapproved before purchase.
2. Students who play games, send messages, or attempt to access any social networks during class time will have their iPads held by the teacher until the student's parent or guardian sets up a meeting to discuss the incident. Repeated violations may result in loss of iPad privileges.
3. The iPad used as a FaceTime, video camera, still camera, or audio recording can only be done with the permission of the teacher. At school, students may not take or upload any photographs or video of other students, parents or teachers without their consent and the permission of the supervising adult.
4. Watching video online is disruptive to our wireless networks. Streaming videos or music can make the Internet slow for everyone. Streaming video or music from the Internet during school hours is prohibited. Downloading movies on the iPad is also prohibited.
5. Plagiarism: Taking another's work and representing it as your own is strictly prohibited. This pertains to the work of other students, as well as material found online or in apps. Students who take material from an online source without citing that source will receive no credit on their assignment and will be referred to the principal.

6. SJA has determined apps that are disruptive, detrimental to learning, dangerous or in conflict with our mission. Students who install blacklisted apps may be temporarily locked out of their devices and referred to the principal.

Student Internet Safety:

Students agree that:

- they will not give personal information about themselves or others in communication or online to people without teacher or parent approval. This includes their name, age, address, email address, telephone number, credit card numbers, school or parish address.
- if they find a website where there is racism, pornography, violence or hatred of any kind, they will leave it immediately and tell an adult without encouraging other students to view it: "Turn it off, turn it over, tell a teacher."
- if they receive a message that bothers them, they will tell an adult immediately and not respond to the message.
- they will not use chat rooms or any social network environment not approved or managed by SJA whether at school or home.
- that they will not send, access, upload, download, or distribute materials that are considered physically, sexually, or verbally harassing or offensive, threatening, profane, obscene or sexually suggestive.
- that they will not use or advocate racial, ethnic, religious, or gender-biased slurs. Any type of cyber-bullying is strictly prohibited.

iPad care

1. Students and Parents agree to be responsible for the proper care of the iPad. Students and Parents are responsible for any damage or loss not covered by AppleCare. Students are responsible for the care and safekeeping of their iPads. There will a \$20.00 fee for damaged or lost iPad chargers.
2. Parents/students are responsible for updating their apps and the iPad software on a regular basis. This should be done outside of school hours.
3. It is the responsibility of the student to back up his/her files. The school will provide assistance in learning best practices and procedures.
4. iPads must be turned OFF at the beginning of the school day and will be turned on only when asked by the teacher. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Individual headphones or earbuds will be required for each student's school use.
5. All iPad wallpaper and backgrounds must be school-appropriate. The lock screen should show an appropriate picture of the student's face and his/her first name at all times.
6. Students are responsible for bringing their iPads to school fully charged each day. iPads may not be charged while at school.
7. To ensure the safety of the iPad as well as its proper use, students are not allowed to take their iPads out to morning or lunch recess. Students may use their iPads before or after school ONLY if they are in a supervised *classroom* setting (such as Homework Club or Before/After School Care) and with the approval of the supervising adult.

8. Use only a clean, soft, lint-free cloth to clean the screen. Do not use use aerosol sprays, solvents, or abrasives or cleansers of any type. Abrasive cloths, towels, paper towels, and similar items may cause damage.
9. Do not get moisture into any openings; keep food and liquid away from your iPad.
10. Do not lean on the top of the iPad or place anything on top of it.
11. Never loan out your iPad to other individuals and know where it is at all times.
13. Cords and cables must be carefully inserted into the iPad to prevent damage.
14. iPads must remain free of any writing, drawing, stickers, or labels that are not the property of St. James Academy.
15. iPads must never be left in an unlocked car or any unsupervised area.
16. iPads can be damaged by extreme temperatures . Do not leave your iPad in your locker, in the trunk of a car, or any environment where it will be exposed to extreme heat OR extreme cold.
17. Do not remove the iPad from the school-issued protective case, and take care when transporting your iPad.
18. Do not disassemble any part of your iPad, including adding or removing profiles, Jail Breaking the iPad or attempting any repairs as this may void the Apple Care Warranty.
19. **Students are expected to have their iPads in school each day with a fully charged battery. If a student has to charge his/her iPad at school, he/she will receive an oops slip.**

Violations of this policy

Students and Parents agree that any inappropriate use of the iPad will result in school discipline that may include the loss of iPad use. Violations may result in restricted or loss of network access, including Internet access and school work must still be completed. Disciplinary action includes, but is not limited to, detention or suspension/expulsion according to the Student/Parent Handbook. ****Students leaving SJA (to transfer to another school) must return their iPad to the school, or complete the purchase agreement.****

Please sign and return this agreement. A copy will be provided to you for your files.

I agree to the stipulations set forth in the above including the Technology Acceptable Use Policy, and I have received the following items:

- iPad (16GB Wi-Fi) Wall Charger with Cable

Parent Name	Parent's Signature	Date

Student Name/grade	Student's Signature	Date