

Holy Name School

iPad User Agreement

2018-2019



Holy Name School iPad Program

The focus of the iPad program at Holy Name School is to provide tools and resources to the 21st Century Learner so that he or she may maximize his or her learning by fully integrating relevant technology into the academic arena. In doing so, students will acquire, share and evaluate information, achieve media and technology literacy, and maintain a safe and ethical environment. At all times students will be expected to use their iPads respectfully, maturely, and professionally.

Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the key learning tools today for the 21st century learner is the iPad tablet. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anywhere.

The policies, procedures, and information laid out within this document apply to all iPads used at Holy Name School, and they also extend to include any other technological devices considered by the Administration to come under this policy. Teachers may set additional requirements for use in the classroom, and it is each student's responsibility to familiarize herself with each of his or her teachers specific policies.



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1. Using Your iPad at School

iPads are intended for use at school each day. iPads may be used in the classroom as well as to check school messages, announcements, calendars, schedules, and gradebooks. Students are responsible for bringing their iPad to class every day.

1.1 iPads Left at Home

- If students leave their iPad at home they are responsible for getting the coursework completed as if they had their iPad present. Leaving an iPad at home is not an acceptable excuse for not having homework, projects, supplies, etc. turned in on time. Students can and will receive zeros if their homework is missing as a result of iPads left at home. If a student repeatedly (three or more times in a class) leaves his or her iPad at home, a parent meeting will be requested.

1.2 iPad Undergoing Repair

- Students with iPads undergoing repair are responsible for preparing for class and completing all assignments. If a student has an iPad that is in repair, it is the student's responsibility to inform teachers of any issues due to the lack of having his or her iPad. If it is discovered that a student has lied about a repair in order to get an extension on class work and/or tests, a parent meeting will be requested where disciplinary consequences will be discussed.

1.3 Charging Your iPad

- iPads must be brought to school each day fully charged. Students are expected to charge their iPads every evening. The teacher reserves full discretion if a student comes to class in need of charging his or her iPad. In the case that an iPad battery no longer has charging ability, he or she must inform his or her teacher of his or her need to sit in a seat that allows him or her to plug his or her iPad in for the entire class period.

1.4 Screensavers/ Background Photos/ iPad Name

- Inappropriate media and/or photos may not be used as screensavers or backgrounds. Presence or suggestion of inappropriate, illegal, and/or immoral language and/or behaviors will result in disciplinary consequences.
- Though a student may keep his or her iPad secure through the use of a password, the school reserves the right to search his or her iPad. If something is in question in regards to his or her iPad usage and its contents, a student will be required to tell the teacher and/or administration his or her personal password so that the school may search the iPad.
- Student iPads should be named using the student's first and last name only.

1.5 Sounds, Music, Media, and Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Notifications must be turned off on all apps.
- Music is allowed on the iPad, but may only be used at the discretion of the teacher. Teachers that allow students to listen to music during study times may only do so if they have personal earphones. Additionally, students may only listen to appropriate music via iPads.
- Games and programs may not be used during class periods or Study Hall periods. If a student is found to be using a non-educational app or using the internet for a non-educational purpose, he or she may be warned by the teacher, given a detention, have his or her iPad taken away, and/or be sent to the Principal's Office. Should the student be sent to the Principal he or she may receive disciplinary consequences which include, but are not limited to: warnings, detentions, suspension, loss of iPad privileges, placement of first stage or second stage probation, parent phone calls and/or meetings, and/or expulsion.
- Students may not stream videos or music while using their iPads as it slows down the Holy Name network.

1.6 Printing

- Students are expected to come to school with all necessary documents printed out.
- Students will not have access to print directly from their iPads.

1.7 Appropriate Use in the Classroom

Students are expected to use their iPads appropriately and for educational purposes at all times. Should a student not use their iPad appropriately he or she will be subject to disciplinary consequences which include, but are not limited to: warnings, detentions, suspension, loss of iPad privileges, loss of iPad apps, placement of first stage or second stage probation, parent phone calls and/or meetings, and/or expulsion.

- Students may not use their iPad calculators during quizzes or tests.
- Students may not use notes on their iPads during open note tests and quizzes; students must come with the necessary material printed off.
- Students are expected to clear their homebars before each class period.
- Students must close all apps before coming to school each morning.
- Students are expected to use their iPads to check their Gmail email accounts at least once a day. If a student fails to check his or her email and misses an important email regarding a deadline he or she will not be given an extension.
- Students may not take pictures or record any other students or teachers unknowingly.
- Students may not take pictures during class time unless otherwise instructed by their teacher.

- Students may not play on the Internet or on apps during class time unless otherwise instructed to do so by her teacher.

2. Managing Your Files and Saving Your Work

2.1 Saving to the iPad

- Students may save work directly to their iPads. Though storage space is available on the iPad, it is not always backed up.

2.2 Backing Up Work

- Backing up files is highly recommended as it is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. It is recommended that students back up their work by emailing themselves documents, saving files on flash drives, or using resources such as Google Drive. iPad malfunctions are not an acceptable excuse for not submitting work and/or being unprepared for class.

2.3 Network Connectivity

- Holy Name School makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, Holy Name School will not be responsible for lost or missing data.
- Students should always come to school prepared for all their classes with all due homework and projects printed out. If a student's printer does not work at home he or she should email his or her teacher the assignment the night before or morning of in anticipation that the school network may be down.

3. Software on iPads

3.1 Applications

- Students are expected to come to class prepared with all necessary apps already bought and stored on their iPad.

4. Responsible Use

Technology and Internet use at Holy Name School, whether on a student-operated iPad or a school computer, is to be used for educational purposes that serve the school's mission.

It is expected that all Holy Name students will use the iPads respectfully and for the sole purpose of deepening and enriching their educational experiences at Holy Name School. The use of iPads in the classroom is a privilege, not a right. Students are expected to uphold the values and expectations set forth in the Mission Statement and the Code of Conduct as these two documents extend to the electronic world.

The following Responsible Use Policy is provided to make all users, including parents, aware of the additional responsibilities associated with efficient, ethical, and lawful use of technology. If a student violates any of the following terms and conditions, he or she may

lose technology privileges and suffer disciplinary consequences. Disciplinary consequences include, but are not limited to: warnings, detentions, suspension, loss of iPad privileges, removal of iPad apps, placement of first stage or second stage probation, parent phone calls and/or meetings, and/or expulsion. When applicable, law enforcement agencies may be involved.

- Unacceptable conduct and/or illegal interaction with the information service is strictly prohibited. This includes, but is not limited to:
 - Cyber bullying or anything that can be construed as cyber bullying, including sending or displaying offensive messages or pictures or harassing and violating others
 - Using the network for any illegal activity, including violation of copyright or other contracts
 - Vandalizing the data of another user
 - Wastefully using finite resources
 - Gaining unauthorized access to resources or entities
 - Accessing inappropriate matter on the Internet
 - Using technology capabilities for cheating
 - Using technology capabilities for communicating with other students during class
 - Disabling or attempting to disable school-installed software such as internet filtering and antivirus
 - Invading the privacy of individuals which includes but is not limited to accessing another person's account and/ or files and taking pictures or videos of a student or teacher unknowingly
 - Posting personal communications without the author's consent
 - Posting anonymous messages
 - Use of non-educational social media networks or apps during the school day which include but are not limited to Facebook, FormSpring, MySpace, InstaGram, and Twitter
 - Placing unlawful information on a system
 - Using abusive or otherwise objectionable language
 - Sending messages that are likely to result in the loss of recipients' work or systems
 - Degrading the good name of Holy Name School in any technological communication both within and outside of school
 - Sending chain letters, broadcast, chats, texts, or instant messages to a list of others
 - Use of the information services for commercial activities for profit or product advertising

- Degrading or disrupting equipment or system performance
- Political lobbying
- Any other use which would violate the policies of Holy Name School concerning proper student conduct and/or which would violate the teachings of the Roman Catholic Church.
- Use of a non-Holy Name network
- All members of the Holy Name community are expected to practice netiquette while using technology. Netiquette is defined as network etiquette and includes the following:
 - Politeness
 - Use of appropriate language
 - Privacy
 - Limited disruptions
- Students are personally responsible for their use of technology as well as for what happens to their personal technology tools. Students are responsible for everything posted on their social media networks regardless of whether or not they posted them as well as for comments they post on other people's accounts.
- If a Holy Name student is found to have a repetitive disciplinary issue due to the use of a specific app, the teacher has the right to delete the app from the students' iPad.

5. Suggestions in Caring for your iPad

Students are responsible for the general care of their iPad and for any and all damage that might occur. iPads that are broken or fail to work must be taken to an Apple Store to be evaluated immediately. If a circumstance occurs on campus between two students which results in a broken iPad it is the responsibility of the two families to work it out amongst themselves. The school will only get involved if disciplinary action is needed in which case the teachers and principal will begin an investigation and decide consequences should they be necessary. Disciplinary consequences include, but are not limited to: warnings, detentions, suspension, loss of iPad privileges, placement of first stage or second stage probation, parent phone calls and/or meetings, and/or expulsion.

5.1 General Precautions

- Insert cords and cables carefully into iPads in order to prevent damage.
- Keep iPads in protective cases at all times.
- Do not leave iPads unattended or in unlocked lockers; know where your iPad is at all times.
- Holy Name School is not responsible for the loss of an iPad. Students should keep their iPads in possession at all times. If a student thinks an iPad was stolen he or she

may report it to the Main Office and an announcement will be made at the next scheduled morning announcement.

- Do not let anyone use your iPad.

5.2 Screen Care

- Do not place books or heavy objects on your iPad.
- Keep food and drinks away from your iPad.
- Do not place anything in the carrying case that will apply pressure to the iPad.
- Only use a clean, soft cloth to clean the screen; do not use cleansers of any kind.

Holy Name School

Student/ Parent/ Guardian iPad Use Agreement



- ____ I understand that my iPad may be inspected and can remain in the possession of Holy Name School overnight if it is taken away from me due to misuse.
- ____ I understand that the school's network will monitor my digital activities.
- ____ I understand that I am fully responsible for my iPad including any theft and damage.
- ____ I understand that while at school I may only use my iPad for educational purposes; I may not play games or use any social media networks.
- ____ I understand that it is my duty to have my iPad in class every day fully charged in the morning with at least 50% brightness on the screen.
- ____ I understand that iPad malfunctions are not excuses for being unprepared for class and/or having missing assignments.
- ____ I understand the importance of backing up all of my information.
- ____ I understand that I must comply with teacher directions at all times and that my teacher has sole discretion as to what is deemed appropriate during class time.
- ____ I understand that I may not take pictures or videos of and/or post pictures or videos of teachers or students without their permission and knowledge.
- ____ I agree to practice digital citizenship, netiquette, and responsible social networking.
- ____ I agree to comply at all times with Holy Name School's iPad and Responsible Use Policy and Code of Conduct.
- ____ I understand that any failure to comply with the above listed documents may terminate my rights to use an iPad at school and put me at risk of disciplinary consequences.
- ____ I understand that any inappropriate use of my iPad will result in disciplinary action.

I understand and abide by the above rules and all other policies set forth in Holy Name School's iPad and Responsible Use Policy and Code of Conduct. I further understand that any violation may result in disciplinary consequences. Disciplinary consequences include, but are not limited to: warnings, detentions, loss of iPad privileges, placement of first stage or second stage probation, parent phone calls and/or meetings, suspension, and/or expulsion.

Printed Student Name: _____ Homeroom: _____

Student Signature: _____ Date: _____

Parent Name: _____ Parent Signature: _____ Date: _____