



St. Pius X Regional School Parent & Student iPad Handbook

For 8th Grade Students

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Overview

The following policies refer to the use of an iPad 4 provided by St. Pius X Regional School. The document is in addition to guidelines outlined in the current Archdiocese of Washington Technology Acceptable Use Policy. As St. Pius X Regional School's technology initiative centers on new devices, software, and educational methodologies, additional policies will continually be reviewed and updated.

Distribution of iPads

1. Each student will receive an iPad formatted by St. Pius X Regional School.
2. A parent/guardian may choose to opt-out of the iPad take home program when filling out the agreement. In this event, students will be issued an iPad but will not be able to take the device home. Students who do not participate in the iPad take home program will pick up and return his/her iPad to an area designated by his/her homeroom teacher on a daily basis. St. Pius X Regional School cannot guarantee equal access to materials and/or the quality of materials to students opting out of the iPad take home program.
3. iPads will be distributed at the beginning of the school year and collected at the end of the school year. iPads not turned in by the last day of school will be treated as lost or stolen iPads, which may include additional fees and possible legal action. iPads may be collected during long term breaks, such as Christmas and Easter.
4. Students who leave St. Pius X Regional School during the school year must return his/her iPad, along with any other accessories when they leave the school. Failure to return an iPad in a timely fashion may result in legal action.

Student Use of the iPad

1. The iPad is the property of St. Pius X Regional School and, as a result, may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on an iPad or a school supplied/supported email service. Students will be selected at random to provide his/her iPad for inspection.
2. The iPad comes equipped with both a front and rear facing camera and video capacities. As with all recording devices, students must ask permission before recording an individual or group. Students must obtain school permission to publish a photograph or video of any school related activity.
3. Students are responsible for bringing his/her iPad to school every day unless otherwise directed by a staff member. Failure to bring an iPad or any other class material(s) does not release the student from his/her responsibility for class work. If a student repeatedly fails to bring materials to class, including an iPad, the student will be subject to disciplinary action.
4. The iPad is designed for daily use; therefore, each iPad must be charged and ready for use each school day. A student's repeated failure to bring his/her iPad charged will result in disciplinary action.
5. While personalized screens or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, weapons, inappropriate language, threatening language, drugs, alcohol, or gang related images are not permitted and such behavior will result in disciplinary action.
6. The iPad affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space.
7. The school issued iPad is designed as a tool for learning; misuse of the iPad will result in disciplinary action.
8. All students should recognize and guard his/her personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
9. St. Pius X Regional School encourages students to take his/her iPad home at night for class work and recharging. All care, handling and appropriate use that is in effect during the school day shall extend to the use of the iPad at home.
10. School issued software applications (apps) are needed for student learning and should not be deleted.
11. Students are **not** allowed to install any applications (apps) on the device. We have put in place measures to disable the ability to install apps; however there have been methods in the past that bypass these restrictions. If students bypass this restriction in any manner, he/she will face disciplinary actions.
12. Modifying or removing the settings/profiles of the school issued iPad or deleting school issued software applications apps(s) will result in student discipline and/or the need for reformatting at a cost to the student.

13. Email is to be used solely for educational purposes. Although the device is capable of email, and we provide an email address, large group emails, and abuse of email is not allowed. Abuse includes but is not limited to harassment, unnecessary emails throughout the school day, and overuse of email.

14. St. Pius X Regional School makes no guarantee, written or implied, that materials on the iPad, including student work, will be safe from deletion or corruption, accidental or otherwise.

15. The iPad is for school use only. It is not intended to be taken out of the state, to the beach or otherwise on vacation with students. Doing this against our recommendation will void students insurance, and will result in the iPad being taken away indefinitely. Students should contact teacher for alternate methods of completing assignments; teachers will work with students.

Care and Maintenance of the iPad

1. Do not attempt to repair the iPad or gain access to the internal electronics. If your iPad fails to work or is damaged, report the problem to your teacher as soon as possible. iPad repair/replacement options will be determined by school's administration. You will be issued a temporary iPad or other materials until your iPad is working properly or replaced.

2. Never leave an iPad unattended. When not in your personal possession, the iPad should be in a secure, locked environment. Unattended iPads will be collected and stored in the school's main office.

3. Never expose an iPad to long term extremes in temperature or direct sunlight. An automobile is not a good place to store an iPad.

4. iPads do not respond well to liquids. Avoid applying liquids to the iPad. The iPad can be cleaned with a soft, dry, lint free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad. Use of unapproved cleaners may remove the protective film covering the face of the iPad.

5. While the iPad is scratch resistant, the iPad will scratch. Avoid using any sharp object(s) on the iPad.

6. Your iPad comes with a case which has a screen protector. The role of the case is to protect the iPad, especially while the iPad is being transported. You must leave the iPad in the case at all times even if it is damaged. If the case is removed the insurance will be void. Excessive damage to the iPad case will result in a fee of \$40.00 to replace the case.

7. Avoid placing weight on the iPad.

8. Treat the iPad with respect. Never throw, slide, roll, spin, twirl it on a pencil, etc. Just use common sense. If it wasn't intended to be used in the way you are using it, it's forbidden.

9. Your iPad comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. You must use the provided charging cord and brick, other

unapproved chargers may damage the iPad. School issued iPad accessories such as charging cables and power bricks are the responsibility of the student. These are not covered by insurance.

10. Each iPad has the ability to be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the acceptable use policy and grounds for disciplinary action. Keep in mind that we only use the location feature for lost or stolen iPads.

11. Do not lend your iPad to another person. Each iPad is assigned to an individual and the responsibility for the care of the iPad rests solely with that individual. If someone takes and damages your iPad, you are responsible to notify your school administrators immediately. Damage responsibility always rests on the person issued the iPad unless determined otherwise by the school administration.

12. Exercise care when handling the iPad. Never throw or kick a book bag that contains an iPad. Never place an iPad in a book bag if it is filled with heavy books, food, liquids, or sharp objects. Be sure nothing is pressing on the screen while in a book bag.

13. iPads should be charged at home.

14. The iPad itself must remain free of stickers, writing, painting, or any other forms of adornment.

Cost of iPad, Apps, and Accessories

1. The replacement cost of the iPad 4 is \$479.00.
2. Apple Power Charger and Cable iPad is \$40.00.
3. Griffin Survivor Case is \$40.00.

Insurance

1. The school provides insurance to cover damage costs on school provided iPads through AppleCare+.
2. Each claim will result in the following additional charges:
 - 1st claim: \$50.00 deductible
 - 2nd claim: \$100.00 deductible
3. Insurance ***does not*** cover theft/loss of the iPad or iPad accessories.
4. If the school provided case is removed for any reason the insurance is void.

Lost or Stolen

1. In the event of theft/loss due to intentional or unintentional abuse or misuse, it is the parent/guardian responsibility to cover the costs to repair/replace the iPad.
2. In the event that a school issued iPad is lost/stolen the student and parent/guardian should immediately notify the school administrator. The filing of a police report by the parent/guardian may be advised at that time.

Damaged

1. In the event your iPad is damaged, you must immediately bring it to your teacher. Repairs typically take 12 weeks, however certain circumstances can lead to longer or shorter repair times. You will have the option of checking out a loaner iPad until it returns.
2. If another student damages your iPad you must notify your school administrator immediately. They will then tell you how to proceed with getting it serviced.
3. The insurance deductible will be due before the iPad is returned to you.
4. It is not acceptable to wait until the end of the school year for repair, repairs must be done as soon as possible.

Disclaimer

St. Pius X Regional School (SPX) does not have control of the information on the Internet or incoming email, it does use filtering software to minimize exposure to inappropriate information, but there are still ways to access inappropriate information on the Internet. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of SPX. While our intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At SPX, we expect students to obey the Acceptable Use Policy when using the Internet. Students found in violation of the policy will be disciplined. In addition, SPX account holders take full responsibility for access to our network resources and the Internet. Specifically, SPX makes no warranties with respect to school network resources nor does it take responsibility for: the content of any advice or information received by an account holder; the costs, liability or damages incurred as a result of access to school network resources or the Internet; any consequences of service interruptions.



**St. Pius X Regional School
STUDENT/PARENT IPAD AGREEMENT 2015-2016**

Student Last Name: _____ First: _____

Parent Last Name: _____ First: _____

Address: _____

Phone Number: _____

Parent E-Mail Address: _____

The St. Pius X Regional School iPad program allows your child to take an Apple iPad 4 home. Taking the iPad home expands the learning day and allows students to complete projects started at school. However, by taking home an iPad, families assume some risk. Parents/Guardians will be responsible for replacement/repair in the event of theft, loss or damage due to intentional abuse or misuse of the iPad.

I have reviewed the iPad Handbook for Students and Parents and understand the Rules and Guidelines for appropriate use including:

- Care and Maintenance of the iPad
- Cost of the iPad
- Damaged, Lost or Stolen iPads
- Distribution of iPads
- Student Use of the iPad including Internet access, ethical, and appropriate use.

Signatures:

Parent or Guardian Signature

Student Signature

Date

****** THIS FORM MUST BE TURNED IN TO YOUR CHILD'S HOMEROOM TEACHER ******



**St. Pius X Regional School
STUDENT/PARENT OPT IN FORM 2015-2016**

Please choose one of the two options and return the form to your child's homeroom teacher.

Opt In

I want my child to have access to his/her school-issued iPad beyond normal school hours, and I grant my permission for my child to bring the iPad home.

Terms of Agreement

The student is responsible at all times for the care and appropriate use of the assigned iPad. If the student violates the guidelines agreed to in the ADW Technology Acceptable Use Policy or the rules and guidelines as explained in the iPad Handbook for Students and Parents, his/her privilege to take the iPad home will be restricted or removed and he/she will be subject to disciplinary action. I understand that the parent/guardian is responsible for paying the cost towards replacement for loss, damage, or repair for the assigned iPad which may have occurred at school or home, or while the iPad was being transported. The family responsibility would not exceed the school cost of the hardware and software including accessories. These costs may be deferred by iPad insurance.

The iPad remains the property of St. Pius X Regional School. At the end of the school year or upon transfer from the school, parents and student agree to return the iPad to the school in the same condition it was issued to the student less reasonable wear.

Student Name: _____ Date: _____

Parent Name: _____ Parent Signature: _____

Opt Out

I do not grant permission for my child to bring an iPad home.

I understand that students who do not participate in the iPad take home program will pick up and return his/her iPad to an area designated by his/her homeroom teacher on a daily basis. St. Pius X Regional School cannot guarantee equal access to materials and/or the quality of materials to students opting out of the iPad take home program.

Student Name: _____ Date: _____

Parent Name: _____ Parent Signature: _____

**** THIS FORM MUST BE TURNED IN TO YOUR CHILD'S HOMEROOM TEACHER ****