



## Saint Xavier High School iPad Responsible Use Policy

**The iPad, case, and charging cord issued to the student are property of Saint Xavier High School and remain such until the student completes his course of study and graduates from Saint Xavier. All Students may use only the St. Xavier issued iPad in school. No personal devices are acceptable.**

The iPad and its accessories are on loan to the student and must be used in accordance with the iPad Responsible Use Policy, the school's Acceptable Use Policy, and any applicable laws – both at home and at school. We encourage students to use the iPads as their own but require that students operate with the understanding that use of this device, as well as access to the school network and Internet, are privileges and not rights. These items are provided to promote learning and are intended to support the learning objectives of Saint Xavier High School. Students are expected to pursue these objectives in a responsible way, including ethical use of the iPad especially in regards to the integrity of the assignments and work produced using the iPad.

### **General Use of the iPad**

1. The student and the student's parent/guardian must have read the iPad Responsible Use Policy and signed and returned the Agreement Form prior to the student's receipt of the iPad.
2. Each iPad is assigned to an individual student. Students should never "swap" or "share" iPads.
3. Students are required to set up and maintain an *Apple ID/iTunes* account.
4. Students are required to activate the "*Find My iPad*" setting and to leave the setting active.
5. Students are required to activate the Passcode setting and to use the passcode. Students should never share their passcodes.
6. Altering the original pre-set school profiles is prohibited. Examples include but are not limited to:
  - a. *Loading unauthorized applications such as VPNs*
  - b. *Changing or removing operating system extensions*
  - c. *Changing the iPad name*
  - d. *Altering the pre-loaded operating system or applications*
  - e. *Altering security software*
  - f. *Taking the iPad apart for access to internal parts*
7. Students are responsible for keeping current with iPad updates to ensure the iPad and its applications are operating at the greatest potential.
8. Students are required to activate and utilize the iCloud to maintain accounts, documents, and settings.

9. Bypassing Saint Xavier's web filter or firewall through use of a web proxy is strictly prohibited and will result in disciplinary action.
10. "Jailbreaking" or otherwise tampering with the iPad will result in disciplinary action and removal of the privilege of using the iPad.
11. Internet access, e-mail, and other media that are accessed, created, or stored on the iPad are the property of the school. The school has the right to review these items for appropriateness and to limit or revoke a student's access to them at any time for any reason.
12. Parents, guardians, and students do not have a right or expectation of privacy for any use of the iPad or school network.
13. The iPad may be selected at random for inspection at any time. It may be taken away at any time for disciplinary reasons.
14. Sending, receiving, downloading, or distributing any offensive, profane, threatening, pornographic, or sexually explicit material is strictly prohibited.
15. Computer hacking or trespassing, harassment, bullying, threats, or fraud via the iPad will result in serious disciplinary and potential legal action. Ignorance of these regulations is not an excuse.
16. Students are responsible for keeping the iPad charged so that it can be used at school every day.
17. iPads should be in a student's possession or in a designated secure area at all times. Designated secure areas include the student's locked hallway locker or another area designated by a teacher during class time.
18. Student-loaded apps, music, videos, and other downloads are acceptable as long as they do not interfere with instructional/educational requirements.
19. Students are prohibited from playing non-academic Internet and app games during **any class time, this includes study hall**. Students may play school-appropriate games during **lunch only**.
20. School rules concerning appropriate communication are to be obeyed. Students are not allowed to text/message to individuals in or outside of the school building during the school day unless it is part of class instruction monitored by a teacher. E-mail should be used only for legitimate and responsible communication between students and faculty. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.
21. If a student receives any message containing inappropriate or abusive language or if the subject is questionable, he is to inform the appropriate Assistant Principal in Student Services.
22. The use of the iPad camera or recording function is prohibited unless permission is granted by the classroom teacher/administrator. If permission is granted, the camera or recording feature is only to be used as directed by the teacher/administrator for a particular assignment.
23. Illegal transmission of copyrighted material is strictly prohibited.
24. Any student who continually fails to bring his iPad to school will have take-home privileges revoked. The student will be required to check the iPad in and out each day.

## General Care of the iPad

- A. Students are expected to treat their iPad with care and respect.
- B. iPads must remain in a protective case at all times.
- C. Students should protect their iPads from extreme heat or cold. iPads should never be left in a car, even if the car is locked.
- D. Refrain from applying pressure on the screen area of the device. This includes putting iPads in a tightly stuffed backpack.
- E. Only use a soft, lint-free, slightly damp cloth to wipe your iPad screen. Do not use window cleaner, household cleaners, or solvents. Avoid moisture in opening/connection ports.
- F. iPads should be protected from the weather, water or other liquid, food, and pets. If the iPad gets wet, turn the machine off and allow it to dry thoroughly before using again.
- G. Heavy objects should never be placed or stacked on top of the iPad. This includes books, musical instruments, sports equipment, etc.
- H. Any inappropriate or careless use of an iPad should be reported to a teacher or other staff member.
- I. If the iPad is damaged or not working properly, it must be taken to the Director of Information Technology for repair or assistance. If malfunction occurs outside of school hours, students should contact the IT Director during the next school day. A school loaner may be issued while the iPad is replaced or repaired. After April 1<sup>st</sup> a school loaner will be issued to seniors after their damaged iPad is given to school personnel. The loaner must be returned prior to graduation.
- J. If the iPad is lost or stolen, **parents/guardians should immediately report the loss or theft to the Director of Information Technology at 502-634-2137. A message is acceptable after school hours. A police report must be filed within 48 hours.**
- K. If a student withdraws from Saint Xavier High School for any reason prior to graduation, the iPad and its accessories must be returned to Saint Xavier before records will be released.

## Consequences of Inappropriate Use

Students are expected to use their iPads in accordance with the Responsible Use Policy, the school's Acceptable Use Policy (as stated in the *Student-Parent Handbook*), and any applicable laws. Failure to use the iPad appropriately will result in one or more of the listed consequences as determined by Saint Xavier High School:

- Student Conference
- Parent Conference
- Revocation of student use or access privileges, including iPad take-home privileges
- Any and all school disciplinary actions
- Civil or criminal liability under applicable laws