



## THE EPIPHANY SCHOOL

### iPad Acceptable Use Agreement 2018-2019

The Epiphany School has purchased Apple iPads through the generous support of the Epiphany School Foundation. This 1:1 iPad program personalizes learning, narrows the digital divide between students and promotes responsible use of today's ever changing technologies. It will allow The Epiphany School to continue to promote educational excellence by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the Family Handbook. It is understood that members of The Epiphany School community will use all types of computing devices and the School's network in a responsible, ethical, and legal manner at all times.

Within the range of The Epiphany School's wireless network, internet signals pass through a filter designed to prohibit student access to inappropriate materials. Students will be able to access other Wireless Networks when out of range of our school network. The Epiphany School cannot ensure the safety of other Wireless Networks, including those in your home. Students are expected not to pursue inappropriate material and must adhere at all times, to the behaviors outlined in the Internet and Computer Network Use Agreement detailed within The Epiphany School's Family Handbook.

All iPads and related materials (protective case, power cord, software) remain property of The Epiphany School and are subject to the same acceptable use guidelines as all other Epiphany School provided electronic devices and network access. All applications (Apps), files and documents stored on the iPad are property of The Epiphany School. The Epiphany School reserves the right to confiscate and search a student's iPad to ensure compliance with this policy and the Internet and Computer Network Use Agreement detailed in the Family Handbook. Students in violation of these may be subject to disciplinary action, repossession, overnight confiscation, or removal of content. In the event of repossession or confiscation, completion of all class work remains the responsibility of the student. The Epiphany School is not responsible for the financial loss of any personal files that are deleted.

Updates will be made during the summer and iPads will be re-issued to students in each September. iPads, cases, and chargers must be returned to The Epiphany School at the conclusion of the school year. Students who transfer, withdraw, are suspended or expelled, or terminate enrollment at The Epiphany School for any other reason must return their individual school iPad on the date of termination. iPads will remain property of The Epiphany School upon the student's graduation.

#### Using Your iPad

DO:

- Bring your iPad to school every day.
- Use your iPad ONLY as directed by your teacher.
- Charge your iPad at home. You will not be permitted to charge your iPad at school.
- Use your school email only for messages related to school work.
- Use the camera for school work only.
- Use the protective case supplied by the school.
- Turn off the sound while in classrooms.
- Bring headphones to class with you everyday.
- Keep your iPad clean. Use a gentle, soft cloth to clean the screen.
- Be cautious and gentle when handling your iPad. Screens can crack easily.

- Know where your iPad is at all times.
- Report lost/missing iPads to the school as soon as possible so that we may help locate and secure the iPad.
- Report broken/malfunctioning iPads to the school as soon as possible so that we may begin the repair process.
- Backup your files periodically to your Google Drive.

**DO NOT:**

- Add or delete apps.
- Sync your iPad with a home computer, another AppleID account, or Apple's Family Sharing option.
- Use/view apps or websites that your teacher has not instructed you to use.
- Play games accessible online.
- Pursue inappropriate content. If you think, "My teacher/parent wouldn't like this," you're probably right. Close the app or website immediately.
- Enable passcodes.
- Take photos or video for personal use.
- Download music, videos, apps, or other files without explicit directions from your teacher.
- Add skins, stickers, or labels to your iPad or case.
- Write on your iPad case.
- Use your school email account for personal (non-school) use.

**Consequences for Inappropriate Use**

- 1st Offense: After School Detention
- 2nd Offense: After School Detention AND iPad stored in the school office until dismissal
- 3rd Offense: After School Detention AND iPad must be claimed from the office by a parent.
- Add/Delete Apps OR Sync with another computer/account = After School Detention AND iPad must be claimed from the office by a parent AND additional restrictions may be placed on your device.
- Email account misuse: To be determined by school administration dependent on the nature of email messages.

If you do not have your iPad in class (because it has been left at home, not charged, is being held in the office, etc.), you are responsible for finding an alternative way to complete your work. Any assignments that must be submitted to your teacher via the iPad will be considered incomplete and/or late and points may be deducted.

**Malfunction, Damage, and Loss**

Lost iPads should be reported as soon as possible. In most cases, our administrator can locate your iPad remotely. If you delay reporting a lost iPad, the chance of locating it dramatically decreases as the battery loses power.

Each iPad is insured through an AppleCare agreement held by the school. The school will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse, neglect, or are accidentally damaged will be repaired with a fee of up to \$50.00 being borne by the student (parents). This small repair fee applies to only the first two incidents of accidental breakage. Further instances will be dealt with on a case-by-case basis.

Students (parents) will be responsible for the entire cost of repairs to the iPads that are damaged intentionally. Students (parents) are responsible for the full replacement cost for iPads that are stolen or lost and not recovered within 2 weeks.

**Activities Strictly Prohibited**

- Accessing the iTunes App Store
- Downloading files from the internet onto the iPad.
- Adding or deleting Apps.

- Any action that violates existing School policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Use of any Messaging services-ex: iMessage, MSN Messenger, ICQ, AIM, IMO, etc.
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc).
- "Jailbreaking" of your iPad.
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the The Epiphany School web filter through a web proxy.
- Plagiarism is a violation of the The Epiphany Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

**Student Pledge**

I have read, understand, and agree to abide by the iPad Acceptable Use Policy. I will act responsibly and make good choices with using my ipad and computer networks both in school and out of school.

Student's Name: \_\_\_\_\_

Homeroom: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Parent Agreement**

As the parent or legal guardian of this (these) student, I have read, understand and agree that my child(ren) shall comply with the terms of the foregoing iPad Acceptable Use Policy and the Internet and Computer Network Use Agreement outlined in the Family Handbook. I understand that access is being provided to the students for educational purposes only.

I understand that it is impossible for The Epiphany School to restrict access to all controversial materials, and I will not hold the school responsible for materials accessed on the School network.

I accept full responsibility if and when my child(ren)'s use of technology is not in the school setting and understand that my child is subject to the same rules and agreements while not in school. I will monitor my child(ren)'s usage when using the iPad outside of the School network. I agree to report any inappropriate iPad use to the school administration.

I am therefore signing this Policy and agree to indemnify and hold harmless The Epiphany School, its personnel, and the Archdiocese of New York against all claims, damages, losses and costs, of whatever kind, that may result from my child's use of such networks and technologies. Also, in the case of loss, breakage, or theft, I accept responsibility for the full repair and/or replacement costs. I understand that the iPad and related materials will remain property of The Epiphany School.

Parent's Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This form must be submitted for each child in your family.  
Hard and electronic versions are accepted and will be upheld equally.