

DIOCESE OF ALLENTOWN  
St. Michael the Archangel  
School  
**iPAD AGREEMENT**

**Part 1: Overview**

The world around us is continually changing and requires citizens to be able to function in a world that calls upon 21<sup>st</sup> Century Skills such as:

- Critical Thinking and Problem Solving
- Collaboration
- Communication
- Creativity and Innovation

We are committed to preparing students to be literate and responsible citizens in today's world. The St. Michael the Archangel School 1:1 iPad initiative **E<sup>3</sup> – Enhance, Excite, Engage** will help prepare students to be literate and responsible citizens in a 21<sup>st</sup> century world. The use of iPads will **Enhance** academic excellence, **Excite** 21<sup>st</sup> century learners and **Engage** students in a digital environment. We are providing students with instant access to information all over the world and preparing them to be effective and responsible users of technology. By teaching students to think critically, collaborate and be creative we are developing skills needed to be 21<sup>st</sup> century learners and citizens.

This exciting school-wide initiative is a tremendous educational opportunity and a privilege that comes with much responsibility. We believe that our students are able to handle this incredible responsibility with appropriate guidance from both teachers and parents. Much care will be taken to properly instruct students about how to use the device and to communicate our expectations governing it.

Students must understand that they represent St. Michael the Archangel School whenever they use computing resources, even if using the resources away from or outside of the school network. Students may be held responsible for any online behavior or content that connects them to school or implicates St. Michael the Archangel School, fellow students, faculty, staff, or other members of the community, in that behavior. Students may also be held responsible for any statements, posts, communications, online behavior or content that is not consistent with the School's mission and philosophy, regardless of whether they were on campus or away from campus.

All students will receive training on how to safely and effectively use the device before the iPads are issued. Students will use their devices for academic purposes only. While using the iPad, the expectation is that the student will be in the presence of adult supervision at all times.

This agreement is made effective upon receipt of the iPad, between St. Michael the Archangel School ("School"), the student receiving the iPad ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Students and Parents, in consideration of being provided with an iPad, software, and related materials (the "iPad") for use while a student at St. Michael the Archangel School, hereby agree as follows:

**Part 2: Requirements**

St. Michael the Archangel School will issue an iPad to students upon compliance with the following:

- Submission of signed Acceptable Use Policy
- iPad Agreement.

### **Part3: Ownership:**

St. Michael the Archangel retains sole right of possession of the iPad and grants the permission to the Student to use the iPad according to the guidelines set forth in this document.

### **Part 4: Equipment:**

All iPads include a power supply and apps. St. Michael the Archangel School will retain record of the serial number on a student's iPad. St. Michael the Archangel School retains ownership of all supplied equipment. Students will be responsible for maintaining the equipment provided and keeping it in good working condition. All devices will be returned to Technology Coordinator at the conclusion of the school year for maintenance. Missing items will result in a fee.

### **Part 5: Proper Care of Equipment:**

iPads will need to be in the iPad case at all times and placed safely in their carry bag for transportation. Students will receive proper instruction on how to transport devices. They may not be used while walking. Students may only use the devices in the classroom or safely inside their home. Devices must remain in the backpack during arrival, dismissal, and during after school activities.

Never attempt to repair or reconfigure the iPad. Under no circumstances are you to open or tamper with the internal components of the iPad. Student iPads in need of repair must be reported to the technology department immediately.

#### *General Care Guidelines:*

- Allow battery to run down to about 30% before charging.
- Dimming the LCD brightness of your screen will extend the battery run time.
- Do not write, draw, paint, place stickers or labels or otherwise deface your iPad or iPad case. Remember, the iPad is the property of St. Michael the Archangel School.
- Never put weight on the iPad.
- Always carry the iPad in a safe manner.
- When storing the iPad in your backpack, be sure it is in the carry bag. Do not place any books or items on top of the iPad.
- Be careful when transporting a backpack containing your iPad.
- Liquids, food and other debris can damage the iPad. Avoid eating or drinking while using the iPad.
- Take care while inserting cords and cables to avoid damage to the ports. First, plug your power supply into the outlet. Second, plug your power cord into your iPad. Reverse this process when disconnecting.
- Never leave your iPad unsecured. iPads should be kept in designated areas within the classroom. During after-school activities you are still expected to maintain the security of your iPad. Unsupervised iPads will be confiscated by staff, and disciplinary action may be taken.
- For those students who will be transporting the iPad, it must be secured in the carry bag provided by St. Michael the Archangel School.
- DO NOT attempt to remove or interfere with the serial number or any identification placed on your iPad.
- When cleaning your iPad, clean the screen with a soft, dry anti-static or micro-fiber cloth.
- Do not use any type of liquid or water to clean the screen of the iPad.
- Do not expose your iPad to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the iPad. If your iPad has been in a very cold environment for an extended period of time, let it warm up before using it.

## Part 6: General Use of the iPad

- Students are expected to arrive at school each day with a fully charged iPad. Establish a routine at home for charging your iPad overnight. Students will not be given a loaner iPad if they leave their device at home.
- Students can receive disciplinary referrals from their teacher for repeatedly refusing to bring their iPad to school.
- An otherwise functional iPad with a dead battery is not an excuse for late or missing work.
- A lost document is not an excuse for late or missing work.
- iPad sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Do NOT delete any folders or files that you did not create or that you do not recognize. Deletion of files could result in iPad failure and may result in your iPad being re-imaged.
- Student iPads will be subject to routine monitoring by teachers, administrators, and the Technology Coordinator. Users shall have no expectation of privacy while using St. Michael the Archangel School electronic information resources including the contents of computer files or communication undertaken by way of the computers and/or network. Teachers and administrators may conduct an individual search of a student's computer, files, music, video, email or other related items if there is a suspicion that the School's policies or guidelines have been violated.
- **Obtain teacher permission before accessing the internet.**
- **During class time, students will only access apps or websites designated by the teacher.**
- Obtain teacher permission before printing.
- Avoid using your iPad in areas which may lead to damage or theft.
- Under NO circumstances will the student install or uninstall any hardware, software or peripherals on the iPad.
- Keep personal information about yourself or others off the iPad.
- Keep all passwords to yourself.
- Do not allow others to use your personal accounts.
- Do NOT loan your iPad to anyone.
- Notify a teacher or the Technology Coordinator if you suspect a problem with your iPad.
- To prevent loss or damage, NEVER leave your iPad unattended.

### ***Examples of Inappropriate Use***

- **Transporting the iPad without the carry bag**
- **Arriving at school with the iPad not charged**
- **Accessing an app or website during class time that is not designated by the teacher**
- **Arriving at school without the iPad**
- Deleting any folders or files you did not create or you do not recognize
- Sharing login/password with another person
- Logging on to another person's device without his/her permission
- Using iPads not assigned to you (teachers may allow students to look on with another student for instructional purposes)
- Removing labels and identifying stickers from the iPad
- Using proxy sites to bypass web filtering
- Videoing or taking photographs on school property (not permitted unless related to a school assignment)
- Emailing during class when not related to a school assignment
- Using profanity
- Gaming
- Cheating

***Consequences include but are not limited to:***

- Detention
- Loss of technology privileges
- Suspension
- Fee for repairs/replacement

***Examples of Unacceptable Use***

- Inappropriate communication to the faculty or staff
- Threats and/or cyber bullying of any kind
- Using an iPad to cause harm or commit a crime
- Logging into an iPad/application using a stolen login
- Possession of inappropriate files
- Pornography can be a felony offense and if so will be turned over to authorities
- Manufacturing - using a camera to create inappropriate pictures/movies
- Distributing- sending/sharing inappropriate files with other individuals
- Images of weapons
- Gang related files
- Bootleg movies or music
- Intentional actions which are harmful or potentially harmful to the iPad, charger, and/or iPad case.
- Habitual and intentional disregard for the iPad

***Consequences include but are not limited to:***

- Loss of technology privileges
- Suspension
- Dismissal
- Reporting to authorities

**Part 7: Substitution of Equipment**

In the event that an iPad is inoperable, a loaner iPad will be issued for use while the Student's iPad is being repaired or replaced. This agreement remains in effect for such a substitute.

**Part 8: Software Installation**

Students downloading apps on St. Michael the Archangel School issued iPads is a direct violation of the St. Michael the Archangel School Acceptable Use Policy. Students who violate this policy will be subject to disciplinary action. All of the apps necessary for use with the device will be managed by St. Michael the Archangel School personnel and will be downloaded on the device for students. Any apps downloaded by a student or parent at home, will be permanently erased from the device when detected. A list of educational apps to be used in the classroom will be made available for parents as they are identified by grade level teachers.

**Part 9: Malfunction, Damage or Loss of Equipment**

Limited student iPads repairs will be covered by Apple Care at no cost to parents. In the event that the iPad malfunctions due to a manufacturer defect, contact the School Technology Coordinator. All issues need to be reported no later than the next school day using the Maintenance/Damage Report Form found on the St. Michael the Archangel School

website. Willful and deliberate damage or neglect to the iPad will cause St. Michael the Archangel School to charge parents the full cost to replace the device if necessary.

St. Michael the Archangel School reserves the right to charge the Student/Parent the full cost of repair or replacement when damage occurs due to gross negligence. Examples of gross negligence are listed in the exclusions section below.

**Apple Care Coverage does not include** (examples of **Gross Negligence**):

Negligent, Dishonest, Fraudulent, Intentional or Criminal Acts: Insurance will not pay if damage or loss occurs in conjunction with negligent, dishonest, fraudulent, intentional or criminal acts.

Examples include, but not limited to:

- leaving equipment unattended or in an unlocked automobile
- lending equipment to others other than one's parents/guardians
- using equipment in an unsafe environment
- using the equipment in an unsafe manner
- lying on the damage report form
- not carrying the iPad in the school provided case
- not reporting damages on time

If a student's iPad is lost or stolen the St. Michael the Archangel School Technology Coordinator will need to be notified no later than the next school day. If the device is unable to be found, parents will be billed for the full cost of the replacement.

St. Michael the Archangel School will have access to a limited number of loaner devices for use by students whose device is being repaired or replaced. Students in need of a loaner device will visit the Technology Coordinator for a temporary replacement. If a student forgets his or her device at home, they will be responsible for their class work by some other method (as determined by the teacher).

### **Part 10: Printing**

Students may use designated printers as directed by the teachers with permission. However, printing will be limited to those things needed directly for instruction.

### **Part 11: End of Year Collection Procedure**

Equipment will be collected at the end of the school year. The 'equipment' consists of the iPad, power cable/charger, and case. For students who transport their iPad this will also include the carry bag. The iPads will be cleaned and repaired over the summer.

### **Part 12: Parent Expectations**

In order for students to experience all the success and benefits that this program can offer, St. Michael the Archangel School encourages parents to:

- Share in your child's excitement about this great opportunity for learning.
- Learn along with your child as they learn to use this instructional tool to prepare for their future in the 21<sup>st</sup> century.
- Monitor your child's appropriate Internet use and adherence to Internet guidelines when using their iPad. Parents should ensure that their child adheres to Internet guidelines established at home and at school.
- Help fill out required paperwork in the event that the iPad requires repair or is lost or stolen and report it no later than the next school day.
- Ensure that only the student will use this iPad for school-related purposes.

**Summary of iPad Infractions:**

The following will result in a pink slip - loss of iPad and recess for two days:

- Using the iPad during class time when not instructed to
- Accessing websites or apps, not designated by the teacher, during class time
- Not obtaining teacher permission before going on the internet
- Using the iPad to connect to non-academic sites
- Transporting the iPad when not secured in the iPad bag
- Arriving at school with the iPad not charged
- Arriving at school without your iPad
- Coming to class without your iPad
- Using or taking another student's iPad
- Taking photos without teacher permission

The following may result in loss of iPad for longer than two days up to the duration of the school year:

- Repeat offense of any of the above
- Accessing inappropriate websites
- Any abusive or bullying communication with or about a student, faculty or staff member

St. Michael the Archangel School reserves the right to amend this document. Future addendums will automatically be binding. Signing this document includes future addendums.

St. Michael the Archangel School has chosen to permit students access to iPads to further its educational goals and objectives. I have read and understand all the terms of the Student/Parent iPad Agreement. I have either explained it to my child ("student") or I have assured myself the student understands it. I also understand my own and the student's responsibilities regarding the use of iPads at St. Michael the Archangel School.

I agree to allow my child to participate in St. Michael the Archangel School's iPad program. If educationally appropriate, I agree to allow my child to take the school-issued iPad home. I further agree that while at home the computing resource will be used as an educational tool.

In addition, I hereby indemnify and hold harmless The Diocese of Allentown and St. Michael the Archangel School from any claim or loss resulting from any infraction by the student of the policy or any applicable law.

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Parent's/Guardian's signature Date

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Name of Parent/Guardian (Please Print)

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Student's Signature Date

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Name of Student (Please Print)