

**SCHOOLGY PARENT/STUDENT NOTICE**

Schoology requires us to have on file, a parent consent form to allow students under the age of 13 to use their application.

Schoology is an interactive learning tool that allows students to collaborate on line for projects or discussions. The teachers have the option of following along with these discussions and to assure each student is participating.

Another feature is that it allows students to submit work directly to their teacher and have their teacher return it graded.

The reason for this consent form really centers on students misusing this app by talking to strangers. Since St. Matthew I Pads stay on campus and never go home this will not be an issue.

I give my consent for my student to use Schoology on his or her I Pad while on the school campus.

Parent \_\_\_\_\_ Date \_\_\_\_\_

Student name \_\_\_\_\_ Grade \_\_\_\_\_

*Original*

# STUDENT ACCEPTABLE USE POLICY ST. MATTHEW 2014-2015

## **St. Matthew Technology Vision Statement**

As a Roman Catholic School in the Diocese of Phoenix we are challenged to educate and foster students today to be successful in an ever-changing society. To accomplish this we need to educate the students to be Active Catholics, Responsible Citizens, Self directed learners and Effective Communicators through and with the use of technology.

## **Purpose of Policy**

The purpose of this policy is to establish a unified guideline to be applied across all users of the St. Matthew's network. We are challenged as students, parents and educators to provide a safe environment for all parties involved. In addition, since we are a Catholic – Christian

Organization and uphold to the laws of Church, state and federal government, we must enforce a policy that allows all parties to abide by these principles.

## **Terms of use**

Access to technology is a privilege NOT a right at St. Matthew's. Use of technology in an unacceptable manner will result in disciplinary action. It is important for the community to be aware that any use of St. Matthew's technology on St. Matthew's equipment or personal equipment is the property of St. Matthew and is not private and can be searched and or monitored.

## **Responsibilities of Students**

With this access come responsibilities. St. Matthew's will provide access to and integrate a thoughtful use of such information throughout the curriculum and will provide guidance and instruction in the appropriate use of such materials in a community setting.

## **Unacceptable uses of technology include:**

- Changing or deleting icons off the Desk top.
- Any illegal, unethical or irresponsible act or communication, including

subordinate to local, state and federal statute.

Note that electronic mail (email) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.

### **Sanctions**

Violations of St. Matthew's technology resources will result in a referral to the Principal and will result in loss of access to electronic resources. Students who lose access will need be expected to find another resource to do their work. Teachers will not accept loss of access to St. Matthew's technology as a reason for incomplete assignments.

Additional disciplinary action may be determined at the discretion of the Principal. When appropriate, law enforcement agencies may be involved.

### **Student electronic devices**

Students bringing electronic devices such as cell phones, iPods, MP3 players, lap tops, electronic games (Nintendo or PS3) that connect to the internet or not will need to be handed

in at the start of the school day to their teacher. The teacher will lock these up and distribute them at the end of the school day.

These devices are brought to school at the risk of the parents and students. St. Matthew and its staff will be held harmless if damage or loss occurs.

If the student does not turn his/her electronic device at the start of the day it will be confiscated and given to the principal. The Principal will notify the parents. If this should occur a second time, the principal will hold the device until the end of the semester (Dec or May)

If during the school day a parent needs to contact a student or a student needs to contact a parent, they will call from the school office phone.

Also, parents and students, the loss of your son or daughter computer sign in card, will cost \$15.00 to replace if you lose it, run it through the washer, or the dog ate it!



members, officers, employees, affiliates, successors and assigns from and against any and all actions, claims, losses, damages, liabilities, costs and expenses incurred by reason of, arising out of or relating to the Student's use of electronic devices.

### **Responsibilities of Parents**

Parents and guardians are responsible for agreements their children make or actions they take in and, outside of school, and for setting and conveying the standards their children should follow when using any media or information service. Students are responsible for good behavior on these electronic resources. Appropriate access is the shared responsibility of the school, the student and the family.

Communication on networked information resources is often public. People receiving messages have the ability to redistribute them for many others to read. It is very important that students understand the appropriate and polite behavior and of avoiding, transmission or distribution of personal information such as, but not limited to, addresses, telephone and or social security numbers.

### **Responsibilities of teachers and administrators**

The use of the school's technology must be in support of education and research consistent with the education objectives of St. Matthew's school.

### **Rights and Privileges**

The student user has access (within the limits of these guidelines, responsibilities and prohibitions) to the technology based instructional resources provided by St. Matthew's. Any and all items stored on the technology provided by the school's resources, whether personal and/or private may be treated as a student locker and should be cleared periodically. Users should not expect that files will be private. St. Mathew network administrators have the right to review all files stored on the school's technology systems.

### **Disclaimer**

St. Matthew's makes no warranties of any kind, either expressed or implied, for the provided access. The staff, and faculty of St. Matthew is not responsible for any damages incurred, including, but not limited to, loss of data resulting from delays or interruption of service, for the loss of data stored on school resources, or for the personal property used to access resources; for the accuracy, nature or quality of information stored on school resources or gathered through corporation-provided access; for unauthorized financial obligations incurred through St. Matthew provided access. Furthermore, even though St. Matthew may use technical or manual means to limit student access, these limits do not provide a foolproof means for enforcing the provisions of this policy. All provisions of this agreement are



accessing inappropriate Internet sites, or using the network to arrange such an act.

- Participating in Internet chat rooms, playing games, listening to internet music, you tube and music videos or other single user or interactive activities using the school network
- Using someone else's name or account, or in any way impersonating another or misrepresenting affiliation with a person, group, or entity.
- Re-posting personal communications without permission of the original author.
- Loading or downloading software, written works, images or other files in violation of copyright or patent protection as stated by the owner or by U.S. law, or plagiarizing such works (presenting works or ideas as your own)
- Intentionally transmitting any material or messages that contain software viruses, unsolicited advertising, "spamming", or chain letters.
- Creating, using, transmitting, or viewing obscene, threatening, abusive, hateful, libelous, or harassing language or messages.
- Compromising personal safety by posting personal contact information about yourself or someone else( including home, school or home email addresses, full names, telephone numbers) or, for students, agreeing to meet someone met online without prior guardian/parental approval.
- Accessing or attempting to access, for any reason, any server or files of any system without specific prior permission from the controlling entity.
- Using computers and other devices to create fraudulent documents.
- Posting to the Internet or distributing school and classroom produced videos without specific prior permission from the institution.
- Damaging computers, computer systems or computer networks; vandalizing, damaging or disabling the property of another person or organization; debilitating or disabling computers, systems or networks through the intentional mis-or overuse of electronic or storage space.
- Report any student not following these rules.

### **Legal Responsibilities**

Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

Plagiarism is a violation of the ST. MATTHEW 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.

Use or possession of hacking software is strictly prohibited, and violators will be subject to the stated policies in the ST. MATTHEW Acceptable Use Policy. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action.

The Student is solely responsible for the proper use of all electronic devices, and will indemnify and hold harmless the School, the Diocese and each their directors, board

# St. Matthew Catholic School

## Acceptable Use Policy Agreement

2014-2015

### Student and Parent/Guardian Agreements:

Please read and/or discuss the Technology Policy with your son or daughter, a student of St. Matthew's. By using the school's technology, the student accepts the responsibility of using the network in a responsible and appropriate manner. It is important that the parents understand all student responsibilities as well. Parent signature indicating that you have read and agreed to the guidelines is necessary before a student may access the school's network technology. Please keep the Technology policy for your records and return this page.

*I have read or have read to me and have discussed the Acceptable Use Policy of St. Matthew School. I agree to use the school's technology and computer network in an appropriate and responsible manner.*

Student Name Printed: \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

*I have read and discussed the Acceptable Use Policy with my son/daughter and give St. Matthew School permission to allow my son/daughter access to use the school's technology.*

Parent/Guardian Name Printed: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_



## Kindle and Reader Participation Agreement

2014-2015

The focus of the Kindle program at ST. MATTHEW School is to provide tools and resources to the 21st Century Learner. 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 learning tools of these twenty-first century students is the iPad computer. The individual use of Kindle's is a way to empower students to maximize their full potential and to prepare them for high school and college.

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 Kindle's integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document and the St. Matthew Acceptable Use Agreement apply to all Kindles used at ST. MATTHEW, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

### **Using the Kindle**

The Kindle program at St. Matthew's will be administered by the Librarian and the Jr. High Language Arts teacher. Only these two individuals will have the ability to access Amazon.com to add books to the readers. Once they have downloaded the book or books to the readers they will close the internet connection before loaning out the reader. Students, 5-8<sup>th</sup> grade may check out the reader with a charger and will have use of them for one week. It is the responsibility of the student to **RETURN THE READER FULLY CHARGED.**

### **Care of the Kindle**

Once the student checks out the Kindle it is that student and his or her parent's responsibility to ensure it is returned in the same condition as it was when it was lent. Here are some safety tips:

- Never leave the Kindle unattended (play ground, unlocked classroom, library or cafeteria)
- Never set anything heavy on top of it
- Don't drop
- Always keep it in its case
- Keep food and drink away from it.
- Don't leave in a car
- If you carry it in your back pack don't toss, kick or drop your back pack
- Do not put stickers or deface the reader in any way
- If you have an Amazon account you may not load your own books onto it
- You may not load any software onto it other than that authorized by the program administrators



**Accidental Damage:** In the event that your Kindle is accidentally damaged while on or off the school premises, you will be charged a fee of \$50.00 for the repair/replacement cost of the iPad. The damaged Kindle must be turned in to the Librarian or the Jr. High Language Arts teacher in order to begin the repair/replacement proceedings. There is a limit of 2 covered repair/replacement incidents. The 3<sup>rd</sup> incident and any incidents thereafter will not be covered under this participation agreement and parents will be responsible for the full replacement cost of your Kindle. In the event that your charger / charging cable becomes damaged, you will be charged a replacement fee of \$10.00.

**Vandalism/Theft:** In the event that your Kindle is vandalized or stolen, you will be required to file a police report. You will be charged a fee of \$50.00 for the repair/replacement cost of the Kindle. A copy of the police report must be turned in to the Librarian or the Jr. High Language Arts teacher in order to begin the replacement proceedings. There is a limit of 2 covered vandalism/theft incidents. The 3<sup>rd</sup> incident and any incidents thereafter will not be covered under this participation agreement and parents will be responsible for the full replacement cost of your Kindle.

**Intentional Damage:** Intentional or negligent misuse and/or damage of Kindles is not covered under this participation agreement and parents will be responsible for the full replacement cost of your Kindle. This includes damage caused by operating the product outside the permitted or intended educational purpose of the school's class curriculum.

**Lost Kindles:** Lost Kindles are not covered under this participation agreement and parents will be responsible for the full replacement cost of the Kindle.

**Check in Fines:** Individual school Kindles and accessories must be returned after seven days. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at ST. MATTHEW for any other reason must return their individual school Kindle on the date of termination. If a student or parent fails to return the Kindle upon termination of enrollment at ST. MATTHEW, that student or parent will be subject to criminal prosecution or civil liability. The student or parent will also pay the replacement cost of the Kindle. Failure to return the Kindle will result in a theft report being filed with the local Police Department. Furthermore, the student or parent will be responsible for any damage to the Kindle, consistent with the school's Kindle Protection plan and must return the reader and accessories in satisfactory condition. The student or parent will be charged a fee for any needed repairs, not to exceed the replacement cost of the Kindle.

**Student/Parent**  
**Kindle and Reader Participation Agreement**

**2014-2015**

Please read and/or discuss the Kindle Policy with your son or daughter, a student of St. Matthew's. By using the school's Kindle, the student accepts the responsibility of using the Kindle in a responsible and appropriate manner. It is important that the parents understand all student responsibilities as well. Parent signature indicating that you have read and agreed to the guidelines is necessary before a student may access the school's network technology. Please keep the Kindle policy for your records and return this page with your payment to the school office.

*I have read or have had read to me and have discussed the Acceptable Use Policy of St. Matthew School and the Kindle Participation Agreement. I agree to use the school's Acceptable Use Policy and Kindle Agreement and will use them both in an appropriate and responsible manner.*

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Parent/Guardian Name (Please Print)

*I have read and discussed the Kindle Participation Agreement with my son/daughter and give St. Matthew School permission to allow my son/daughter access to use the Kindles.*

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature



**ST. MATTHEW CATHOLIC SCHOOL**  
**IPAD**  
**POLICY, PROCEDURES and INFORMATION**  
**2014-2015**

St. Matthew Catholic School IPAD Program

The focus of the IPAD program at ST. MATTHEW CATHOLIC SCHOOL is to provide tools and resources to the 21st Century Learner. 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 learning tools of these twenty-first century students is the IPAD computer. The individual use of IPADS is a way to empower students to maximize their full potential and to prepare them for high school and college.

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, anyplace.

The policies, procedures and information within this document apply to all IPADS used at ST. MATTHEW CATHOLIC SCHOOL, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom. **IPADS MAY NEVER GO HOME. THE RESULT FOR DOING SO WILL BE CONSIDERED THEFT, WHICH WILL RESULT IN THE STUDENT BEING EXPELLED.**

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## 1. RECEIVING YOUR IPAD & IPAD CHECK-IN

### 1.1 Receiving your IPAD

IPADs will be distributed each fall during "IPAD Orientation." Parents & students must sign and return the IPAD Participation Agreement and Student Pledge documents before the IPAD can be issued to their child.

### 1.2 IPAD Check-in

IPADs will be returned during final week of school so they can be checked for serviceability. If a student transfers out of St. Matthew Catholic School during the school year, the IPAD will be returned at that time.

### 1.3 Check-in Fines

Individual school IPADs and accessories must be returned at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at ST. MATTHEW CATHOLIC SCHOOL for any other reason must return their individual school IPAD on the date of termination.

If a student or parent fails to return the IPAD at the end of the school year or upon termination of enrollment at ST. MATTHEW CATHOLIC SCHOOL, that student or parent will be subject to criminal prosecution or civil liability. The student or parent will also pay the replacement cost of the IPAD. Failure to return the IPAD will result in a theft report being filed with the local Police Department.

Furthermore, the student or parent will be responsible for any damage to the IPAD, consistent with the school's IPAD Protection plan and must return the computer and accessories in satisfactory condition. The student or parent will be charged a fee for any needed repairs, not to exceed the replacement cost of the IPAD.

## 2. TAKING CARE OF YOUR IPAD

Students are responsible for the general care of the IPAD they have been issued by the school. IPADs that are broken or fail to work properly must be taken to the IT Director for an evaluation of the equipment. **IPADS WILL NEVER LEAVE CAMPUS. THE ONLY EXCEPTION IS FOR A TEACHER SUPERVISED FIELD TRIP.**

### 2.1 General Precautions

- The IPAD is school property and all users will follow this policy and the ST. MATTHEW CATHOLIC SCHOOL Acceptable Use Policy for technology.
- Only use a clean, soft cloth to clean the screen or screen cover, no cleansers of any type.
- Cords and cables must be inserted carefully into the IPAD to prevent damage.
- IPADs must remain free of any writing, drawing, stickers, or labels that are not the property of ST. MATTHEW CATHOLIC SCHOOL.
- IPADs must never be left unattended by the student (ex. lockers, cars, or any unsupervised area).
- IPAD's must be returned to the charging station overnight.
- Students are responsible for keeping their IPAD's battery charged for school each day.
- Students may not use "skins" to "personalize" their IPADs.

### 2.2 Carrying IPADs

The protective cases provided with IPADs have sufficient padding to protect the IPAD from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- IPADs should always be within the protective case when carried.
- Care should be taken to not place IPAD in a full backpack and when placed in a backpack, care should be made not to throw the backpack.
- The IPAD should not be removed from the protective case except by the school's IT Director.

### 2.3 Screen Care

The IPAD screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the IPAD.
- Do not place anything near the IPAD that could put pressure on the screen.



- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the IPAD against walls or floors, etc. as it will eventually break the screen

### 3. USING YOUR IPAD AT SCHOOL

IPADs are intended for use at school each day. In addition to teacher expectations for IPAD use, school messages, announcements, calendars and schedules may be accessed using the IPAD computer. Students must be responsible to bring their IPAD to all classes, unless specifically instructed not to do so by their teacher.

#### 3.1 IPAD Undergoing Repair

Loaner IPADs may be issued to students when they leave their IPADs for repair. There may be a delay in getting an IPAD should the school not have enough to loan.

#### 3.2 Charging Your IPAD's Battery

IPADs must be brought to class each day in a **fully charged** condition. Students need to charge their IPADs each evening. This may take up to 5 hours to fully charge the IPAD. Repeat violations (minimum of 3 days-not consecutively) of this policy may result in adversely affecting the students grade for the term. In cases where use of the IPAD has caused batteries to become discharged, students may be able to connect their IPADs to a power outlet in class.

#### 3.3 Screensavers/Background photos

- A standard screen saver or background will be preset on the IPAD and may not be changed by the student.
- Passwords are not to be used.

#### 3.4 Photos

Photo/Image storage on the IPAD will be for school projects only. Storage of personal photos or downloaded images are not allowed.

#### 3.5 Sound, Music, Games, or Programs

- Students may not download music from iTunes or any other music sharing site.
- Music is only allowed on the IPAD if provided by the teacher for educational use.
- Music is not to be streamed from music sites at school. (Pandora)
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Personal headphones may be used when directed by the teacher.
- Internet games are not allowed on the IPADs.
- All software/Apps must be School provided.

#### 3.6 Printing

Printing will be available with the IPAD. However the student must ask permission to use it from the printer owner before printing anything. Students should save any material that may need to be printed to their Drop Box to be opened on a classroom PC.

## 4. MANAGING YOUR FILES & SAVING YOUR WORK

#### 4.1 Saving to the IPAD/Home Directory

Students may save work to the home directory on the IPAD. It is recommended students use Drop box or e-mail documents to themselves for storage. Storage space will be available on the IPAD—BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. IPAD malfunctions are not an acceptable excuse for not submitting work.

#### 4.2 Network Connectivity

St. Matthew Catholic 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, the school will not be responsible for lost or missing data.



## **5. SOFTWARE ON IPADS**

### **5.1 Originally Installed Software**

ST. MATTHEW CATHOLIC SCHOOL will synchronize the IPADs to contain the necessary Apps for school work. Students will not synchronize IPAD's or add Apps through a home iTunes accounts. The software/Apps originally installed by ST. MATTHEW CATHOLIC SCHOOL must remain on the IPAD in usable condition and be easily accessible at all times. From time to time the school may add or modify software applications for use in a particular course. Periodic checks of IPADs will be made to ensure that students have not removed required Apps and/or installed non-ST. MATTHEW CATHOLIC SCHOOL approved Apps.

### **5.2 Additional Software**

Students are not allowed to load extra software/Apps on their IPADs.

### **5.3 Inspection**

Students may be selected at random to provide their IPAD for inspection.

### **5.4 Procedure for re-loading software**

If technical difficulties occur or illegal software, non ST. MATTHEW CATHOLIC SCHOOL installed apps are discovered, the IPAD will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

### **5.5 Software upgrades**

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their IPADs for periodic updates and Synching.

## **6. ACCEPTABLE USE**

The use of St. Matthew Catholic School's technology resources is a privilege, not a right. The privilege of using the technology resources provided by ST. MATTHEW CATHOLIC SCHOOL is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in ST. MATTHEW CATHOLIC SCHOOL. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school technology resources may be denied, and the appropriate disciplinary action shall be applied. The ST. MATTHEW CATHOLIC SCHOOL Student Code of Conduct shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.

### **6.1 Parent/Guardian Responsibilities**

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

### **6.2 School Responsibilities are to:**

- Provide Internet and Email access to its students.
- Provide Internet Blocking of inappropriate materials as able.
- Provide data storage through Drop box. These will be treated similar to school lockers. ST. MATTHEW CATHOLIC SCHOOL reserves the rights to review, monitor, and restrict information stored on or transmitted via ST. MATTHEW CATHOLIC SCHOOL owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy

### **6.3 Students are Responsibilities for:**

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to IPAD/computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This

"damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, misdeliveries or service interruptions caused by the students own negligence, errors or omissions. Use of any information obtained via St. Matthew Catholic School's designated Internet System is at your own risk. ST. MATTHEW CATHOLIC SCHOOL specifically denies any responsibility for the accuracy or quality of information obtained through its services.

- Helping ST. MATTHEW CATHOLIC SCHOOL protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Students should always turn off and secure their IPAD after they are done working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it in to the office.
- Returning their IPAD at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at ST. MATTHEW CATHOLIC SCHOOL for any other reason must return their individual school IPAD computer on the date of termination.

#### 6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials
- 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
- Messaging services-EX: MSN Messenger, ICQ, AIM, IMO, etc.
- Internet/Computer Games
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of IPAD settings (exceptions include personal settings such as font size, brightness, etc.)
- Downloading apps – specifically, but not limited to, any App that results in the "Jailbreak" 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
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger, email, etc.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- 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 ST. MATTHEW CATHOLIC SCHOOL web filter in any way
- Students are not allowed to use another student's IPAD

#### 6.5 IPAD Care

Students will be held responsible for maintaining their individual IPADs and keeping them in good working order.

- IPAD batteries must be charged and ready for school each day.
- Only labels or stickers approved by ST. MATTHEW CATHOLIC SCHOOL may be applied to the computer.
- IPAD covers furnished by the school must be returned with only normal wear and no alterations to avoid paying a sleeve replacement fee.
- IPADs that malfunction or are damaged must be reported to the Technology Director. 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 cost being borne by the student as per the Participation Agreement. Students will be responsible for the entire cost of repairs to IPADs that are damaged intentionally.



- **IPAD damage: Students are responsible for any and all damage.**
- IPADs that are stolen must be reported immediately to the Office and the Police Department.

### 6.6 Legal Propriety

Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

Plagiarism is a violation of the ST. MATTHEW CATHOLIC SCHOOL 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. Use or possession of hacking software is strictly prohibited, and violators will be subject to the stated policies in the ST. MATTHEW CATHOLIC SCHOOL Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action.

The Student is solely responsible for the proper use of the IPAD, and will indemnify and hold harmless the School, the Diocese and each their directors, board members, officers, employees, affiliates, successors and assigns from and against any and all actions, claims, losses, damages, liabilities, costs and expenses incurred by reason of, arising out of or relating to the Student's use of the IPAD.

This policy will be subject to review and change by school administration.

### 6.7 Student Discipline

If a student violates any part of the above policy, he/she will be subject to disciplinary actions up to mandated withdrawal or expulsion.

## 7. PROTECTING & STORING YOUR IPAD COMPUTER

### 7.1 IPAD

#### Identification

Student IPADs will be labeled in the manner specified by the school. IPADs can be identified, but not limited to the following ways:

Record of serial number

ST. MATTHEW

CATHOLIC SCHOOL

Label

### 7.2 Storing Your IPAD

When students are not using their IPADs, they should be stored in their supervised classroom. Nothing should be placed on top of the IPAD, when stored..

### 7.3 IPADs Left in Unsupervised Areas

Under no circumstances should IPADs be left in unsupervised areas. Unsupervised areas include the school grounds and campus, library, and unlocked classrooms. Any IPAD left in these areas is in danger of being stolen. If an IPAD is found in an unsupervised area, it will be taken to the office. The IPAD will be returned to the student and the situation managed at the discretion of administration.

## 8. REPAIRING OR REPLACING YOUR IPAD COMPUTER

### 8.1 School Participation Agreement

The School Participation Agreement is mandated for students and parents, through the school's participation fee, to cover cases, applications, and IPAD replacement in the event of theft, loss, or accidental damage.

### 8.2 Theft or Vandalism Claims

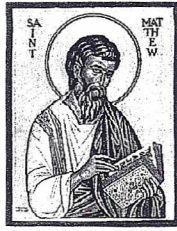
All claims must be reported to the school office. In the event of theft or vandalism students or parents must file a police or fire report and bring a copy of the report to the IT office before an IPAD can be repaired or replaced by the School.

## 9. COST OF REPAIRS

Students will be held responsible for ALL intentional damage to their IPADs including, but not limited to: broken



screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as cases and cables will be charged the actual replacement cost.



## IPAD Participation Agreement 2014-2015 School Year

IPADS's will be integrated into the curriculum for 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade classrooms during the 2014-2015 school year. Students who utilize these IPADs will be required to adhere to the St. Matthew Catholic School IPAD Participation Agreement. Each student issued an IPAD will be supplied with the applications pertaining to each student's particular grade level, books, and a protective case. The IPAD and case must be returned at the end of the 2014-2015 school year in the same condition in which they were received.

**Accidental Damage:** In the event that your IPAD is accidentally damaged while on school premises, you will be charged a fee of \$100.00 for the repair/replacement cost of the IPAD. The damaged IPAD must be turned in to the Technology Director in order to begin the repair/replacement proceedings. There is a limit of 2 covered repair/replacement incidents. The 3<sup>rd</sup> incident and any incidents thereafter will not be covered under this participation agreement and parents will be responsible for the full replacement cost of your IPAD. In the event that your charger / charging cable becomes damaged you will be charged a replacement fee of \$15.00.

**Vandalism/Theft:** In the event that your IPAD is vandalized or stolen, you will be required to file a police report. You will be charged a fee of \$100.00 for the repair/replacement cost of the IPAD. A copy of the police report must be turned in to the Technology Director in order to begin the replacement proceedings. There is a limit of 2 covered vandalism/theft incidents. The 3<sup>rd</sup> incident and any incidents thereafter will not be covered under this participation agreement and parents will be responsible for the full replacement cost of your IPAD.

**Intentional Damage:** Intentional or negligent misuse and/or damage of IPADs is not covered under this participation agreement and parents will be responsible for the full replacement cost of your IPAD. This includes damage caused by operating the product outside the permitted or intended educational purpose of the 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade class curriculum.

**Lost IPADs:** Lost IPADs are not covered under this participation agreement and parents will be responsible for the full replacement cost of the IPAD.

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Student Name (Please Print)

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Parent/Guardian Name (Please Print)

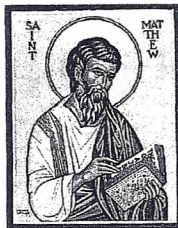
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Date

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Parent/Guardian Signature





## Student Pledge for IPAD Use 2014-2015 School Year

1. I will take good care of my IPAD. **IT WILL NEVER GO HOME WITH ME.**
2. I will never leave the IPAD unattended.
3. I will never loan out my IPAD to other individuals.
4. I will know where my IPAD is at all times.
5. I will charge my IPAD's battery every evening in the charging cart.
6. I will keep food and beverages away from my IPAD since they may cause damage to the device.
7. I will not disassemble any part of my IPAD or attempt any repairs.
8. I will protect my IPAD by only carrying it while in the case provided.
9. I will use my IPAD in ways that are appropriate, meet ST. MATTHEW CATHOLIC SCHOOL expectations and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the IPAD. I will not deface the serial number IPAD sticker on any IPAD.
11. I understand that my IPAD is subject to inspection at any time without notice and remains the property of ST. MATTHEW CATHOLIC SCHOOL.
12. I will follow the policies outlined in the IPAD Handbook and the Use of Technology Resources Policy while at school.
13. I will file a police report in case of theft, vandalism, and other causes for loss.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the IPAD, case and power cords in good working condition.
16. I will respect and not touch other students' IPADs.

**I agree to the stipulations set forth in the above documents including the IPAD Policy, Procedures, and Information; the Acceptable Use Policy; IPAD Protection Plan and the Student Pledge for IPAD Use.**

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (Please Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Individual school IPAD computers and accessories must be returned to the IT Director at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at ST. MATTHEW CATHOLIC SCHOOL for any other reason must return their individual school IPAD computer on the date of termination.**