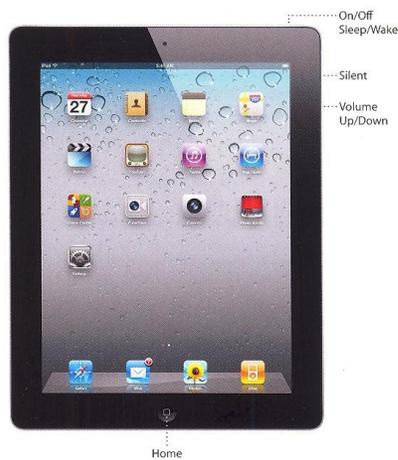


# iPad



## General Precautions

- No food or drink is allowed next to your iPad while it is in use.
- Cords and cables must be inserted carefully into the iPad.
- To conserve battery life, the iPad screen should be turned off when not in use.
- iPads must remain free of any writing, drawing, stickers or labels that are not the property of Quigley Catholic.
- iPads are sensitive to temperature extremes. Do not leave them in an area where they will overheat or freeze (for example, an unattended car).
- iPads must never be left in an unlocked car or any unsupervised area.
- Students are responsible for keeping their iPad battery charged for school each day.

**Screen Care:** The iPad screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure and sharp objects.

- Do not lean on the iPad.
- Do not place any heavy or sharp objects on top of the iPad.
- Do not poke the screen.
- Do not use pens, pencils or any other writing instrument on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth. Do not spray cleaners onto the iPad.

**Charging Your iPad's Battery:** iPads must be fully charged at the beginning of each school day. Students need to charge their iPad each evening.

## iPad Settings

- Students may not change any iPad settings from the original defaults.
- Inappropriate media may not be used as a background or notification sound. This includes images of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures or any other material that is not school-appropriate will result in disciplinary actions.

**Home Internet Access:** Students are allowed to set up home Wi-Fi access on their iPads.

## ACCEPTABLE USE

Quigley Catholic High School is pleased to be able to offer iPads to our students. This device will provide tools, resources and 21<sup>st</sup> century skills to those who use it properly. To gain access to this device, students and parents must sign and return the Pledge Form to the school.

While the iPads are provided to enhance educational goals and objectives, students may find ways to access other materials that may not be considered educational or appropriate. For this reason, it is extremely important that rules be followed. Misbehavior could result in temporary or permanent loss of access to technology privileges. Violations may result in disciplinary action up to and including suspension or expulsion for students. When applicable, law enforcement agencies may be involved.

**Use of Face time:** Face time will be use for home bound instruction. It is the parents and student responsibility to insure appropriate dress, behavior and home setting. Parents and student should be aware that teachers and other students may see and hear the homebound student.

**Use of Camera:** The use of the camera is precluded.

## Parent/Guardian Responsibilities

- It is the parents' responsibility to supervise the use of the a school iPad at home.
- Quigley Catholic may or may not provide a Web filter for off-campus use. The student could be subject to controversial or inappropriate content without proper monitoring. If a student uses the device in a harmful, inappropriate or illegal manner, both the student and parent will take full responsibility.
- Any use of the iPad outside of the school day still falls within the guidelines of this Handbook. All students will abide by these guidelines while using their iPad either at or away from school.

## School Responsibilities

- Provide Internet to its students while at school.
- Provide filter of inappropriate content while at school.
- Quigley Catholic reserves the right to review, monitor and restrict content stored and transmitted via school owned equipment.
- Provide staff guidance to aid students in using the device for educational purposes.
- Assure student compliance of this Handbook.

## Student Responsibilities

- Use technology in a responsible and ethical manner.
- Follow general school policies concerning behavior and communication that apply to technology use.
- Use all technology in an appropriate manner as to not damage school equipment.
- Contact school administration with any malfunction, damage or security issues.

## Student Activities Strictly Prohibited

- Any action that violates the guidelines in this handbook or the Student-Parent Handbook.
- Illegal use of copyrighted materials.
- Use of Websites selling papers, reports or other forms of plagiarized work.
- Messaging, chatting or social networking services.
- Taking pictures or videos with the iPad's camera.
- Inappropriate, adult or gambling games.
- Jailbreaking, hacking or installing alternate operating systems.
- Installing inappropriate apps.
- Spam or anonymous communications.
- Using school equipment or resources for financial gain.
- Vandalism.
- Participation in fraud, forgery or other forms of illegal behavior.
- Giving out personal information, except in an educational context.
- Use of any content that is obscene, offensive, threatening or otherwise intended to harass or demean others.

## Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity.
- Plagiarism is a violation of school policy. This includes Internet resources, graphics, videos, music and text.

## Student Discipline

Technology owned by Quigley Catholic High School is first and foremost for educational purposes. This does not preclude the use of the iPad at home for other purposes. However, priority is given to the student and their use for school. While at school or at home, a student who violates any part of this handbook will be subject to consequences as outlined by school administration.

## PROTECTING AND STORING YOUR IPAD

**iPad Identification:** iPads will be labeled by the school. This label must not be removed for any reason. The school will maintain a database of all iPads.

**Password Protection:** Students are not permitted to password/passcode protect their device.

**Storing Your iPad:** When students are not using their iPad, it is the student's responsibility to keep it safe and secure.

- Nothing should be placed on top of the iPad.
- Keep lockers locked.
- iPads should not be stored in a vehicle.
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**iPads Left Unattended:** Under no circumstances should iPads be left unattended.

You are responsible for any damage or breakage of the iPad and you will be placed on the owe list until the fees are paid.

**I agree to the stipulations set forth in this Handbook, the Student Pledge for iPad Use and the Parent Pledge.**

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

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

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

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

Serial #'s

**Orange:** dqvgc5x9dfhw  **Gray:** dqvgc2wmdfhw  **Pink:** dqvgc0amdfhw  **Green:** dqvgc2wdfdfhw  **Blue:** dqvgc301dfhw