



### **iPad Responsible Use Policy**

The iPad, case and charging cord issued to the student are property of Ascension and any damage or loss to the case, charging cord or iPad are the sole responsibility of the student/parent: if the damage to case or loss of the charger or iPad is NOT covered by warranty, the student/parent is responsible for full cost to replace or repair. 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's network and Internet are privileges and not rights. These items are provided to promote learning and are intended to support the learning objectives of Ascension. 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 Technology Acceptable 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 activate the "Find My iPad" setting and to leave the setting active.
4. Students are required to activate the passcode setting and use the passcode. Students should never share their passcode.
5. Altering the original pre-set profiles is prohibited. Examples include, but are not limited to:
  - Loading unauthorized apps
  - Changing or removing operating system extensions
  - Changing the computer name
  - Altering the security software
  - Taking the iPad apart for access to internal parts
6. Students are responsible for keeping current with iPad updates to ensure the iPad and its applications are operating at the greatest potential.
7. Students are required to activate and utilize the iCloud to maintain accounts, documents and settings.
8. Bypassing Ascension's web filter or firewall through the use of a web proxy is strictly prohibited and will result in disciplinary action.
9. "Jailbreaking" or otherwise tampering with the iPad will result in disciplinary action and removal of the privilege of using the iPad.
10. Internet access, email 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 the items for appropriateness and to limit or revoke a student's access to them at any time for any reason.
11. Parents, guardians and students do not have a right or expectation of privacy for any use of the iPad or school network.
12. The iPad may be selected at random for inspection at any time. It may be taken away at any time for disciplinary reasons.
13. Sending, receiving, downloading or distributing any offensive, profane, threatening, pornographic or sexually explicit material is strictly prohibited.
14. 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 no excuse.
15. Students are responsible for keeping the iPad charged so that it can be used every day.
16. iPads should be in a student's possession or in a designated secure area at all times.
17. Student loaded apps and music are acceptable as long as they do not interfere with instructional/educational requirements.
18. School rules concerning appropriate communication are to be obeyed. Students are not allowed to text or email individuals inside and/or outside of the school building during the school day unless it is part of class instruction monitored by a teacher.

19. Illegal use of the iPad camera is prohibited during class unless permission is granted by the classroom teacher. If permission is granted, the camera feature is only to be used as directed by the teacher for that particular period.
20. Illegal transmission of copyrighted material is strictly prohibited.
21. Any student who continually does not bring the iPad to school will have the take-home privileges revoked. The student will be required to check the iPad in and out everyday.

**General Care of the iPad**

1. Students are expected to treat their iPad with care and respect.
2. When transporting the iPad to and from school, students should be sure it is in its protective case.
3. Students should protect their iPads from extreme heat or cold. iPads should never be left in a car, even if the car is locked.
4. Refrain from applying pressure on the screen area of the device.
5. Only use a soft, lint free, slightly damp cloth to wipe the iPad screen . Do NOT use window cleaner, household cleaners or solvents. Avoid moisture in opening/connection ports.
6. iPad 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.
7. Heavy objects should never be placed or stacked on top of the iPad. This includes books, sports equipment, etc.
8. Any inappropriate or careless use of an iPad should be reported to a teacher or other staff member.
9. If the iPad is damaged or not working properly, it must be taken to the school office for repair or assistance. If malfunction occurs outside of school hours, students should contact the school office during the next school day.
10. If the iPad is lost or stolen, parents/guardians should immediately report the loss or theft to the school office. A message is acceptable after hours. A police report MUST be filed within 48 hours.
11. If a student withdraws from Ascension for any reason prior to graduation, the iPad and its accessories must be returned to Ascension before records will be released. Failure to return everything in a timely fashion may also result in a stolen report being made on the school’s behalf.

**Consequences of Inappropriate Use**

Students are expected to use their iPads in accordance with the Responsible Use Policy, the school’s Acceptable Use Policy and any applicable laws. Failure to use the iPad appropriately will result in one or more of the listed consequences as determined by Ascension:

- Student conference/Parent conference
  - Revocation of student use or access privileges, including taking iPad home
  - Any and all school disciplinary actions
  - Civil or criminal under applicable laws
  - Supervise your child’s use of the iPad at home.
  - At school, there is a web-filter in place. At home, it is up to the parents to supervise activity.
  - Please do not delete any apps and software loaded on the iPad.
  - Make sure your child recharges the iPad battery nightly.
  - Restrictions have been set on your child’s iPad and these restrictions cannot be changed.
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- Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_
  - Print Name: \_\_\_\_\_
  - Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_
  - Print Name: \_\_\_\_\_