



Notre Dame Academy Middle School iPad Policy

2017 – 2018

Students will use their school-issued iPad to conduct schoolwork during school hours and to work on school-related projects at home. These policies are being set forth with the purpose of educating students on the responsible use and expectations when using the iPads. Allowing students to utilize technology during the educational process is a means for enhancing each student's overall learning experience. Our goal is to provide a safe, appropriate, and effective learning environment for all at Notre Dame Academy.

Due to continuous advancements in technology, NDA reserves the right to add to these policies throughout the school year as deemed necessary. Violating any of these policies may result in disciplinary consequences depending on the violation. Possible consequences are delineated in the Digital Citizenship Pledge. The school reserves the right to apply disciplinary consequences for technology-related offenses conducted on or off-campus. Students and parents should report threats of violence to administration immediately.

Middle School students are issued the following: an iPad, a protective case with a keyboard, and a charger port/USB cable.

The policies listed below are enforced when students use their devices both on and off campus:

SOFTWARE

- Students are not permitted to download or install any applications or other programs onto their device.
- Necessary apps will be installed at the teacher's discretion through a wireless Mobile Device Management program. This allows for a safe and secure iPad learning environment in which the devices are controlled by the teachers and administration at NDA.

HARDWARE

- Students are not permitted to remove the case from their iPad. Students are not permitted to remove or tamper with the barcode on the back of the iPad.

SECURITY

- NDA has a secure Wi-Fi network on campus that is designed to minimize student access to inappropriate content. While it is an effective filter, it is the student's responsibility to adhere to the Digital Citizenship Pledge.
- If a student encounters inappropriate material, the student needs to turn the device over (screen facing down) and tell a teacher immediately.
- Students will have lessons throughout the year on cyber safety to help promote a positive and safe learning environment.

WARRANTY

- An AppleCare warranty comes with each iPad. The warranty does NOT cover lost iPads. If an iPad is lost, a parent or guardian will be responsible for a full replacement fee.
- If there is damage to an iPad or the iPad no longer functions properly, the student's family is responsible for repair and replacement. An iPad Damage Report must be filed through the Technology Teacher.
- The cost for replacing an iPad with physical damage (i.e., a cracked screen, damage to the corners, etc.) is \$50 paid directly to the Apple Store.
- Willful neglect will void the warranty.

RETURN OF HARDWARE

- The iPad, case, charger port, and USB cord must be returned by the Parent/Guardian or Student in the same condition in which it was received by the deadline set forth by NDA (T.B.D. in the spring). Any damage, including, but not limited to, scratches, cracks, or dents will need to be reported via an iPad Damage Report at that time.
- A parent or guardian is responsible for a replacement fee for any damaged case, charger port, and USB cord.
- Report cards, transcripts, yearbooks, and promotion certificates will be held until the iPad and accessories are satisfactorily returned, and all claims are cleared.

CHARGING THE IPAD

- Students are responsible for charging their iPad at home. Failure to come to school with an iPad sufficiently charged for use during the school day will result in an "Unprepared for Class" demerit.

IPAD SETTINGS & GENERAL RULES

- Lock Screen & Home Screen Wallpaper: Except for a picture of a student's class schedule, the only wallpaper that is acceptable is the default wallpaper. Students may not use a picture saved to their camera roll or screenshot image as their wallpaper.
- Security Lock: Middle School students are ONLY allowed to have a numerical passcode that is issued to them. If a teacher asks to see a student's iPad, the student must unlock the iPad immediately per the teacher's request. Students may NOT use the fingerprint security option. Each student is individually responsible for remembering their assigned passcode. Once an iPad is disabled, the Technology Teacher is not able to override the iPad in any way. The only solution in such instances is for an iPad to be taken to the Apple Store and unlocked through their system. Please note that this may involve having to wipe the iPad completely.
- Syncing: Students may not sync their school-issued device with any other device or computer. This applies to apps, music, and any other content that is not permitted by administration.
- Camera Function: Students are only permitted to take pictures that have an educational purpose and only when instructed to by a teacher. Students are not allowed to take pictures of themselves, their friends, and anything else unless directed by a teacher.
- iPad Use at Lunch/Recess: iPad use is not permitted at Morning Break, Recess, or Lunch. This time is important for students to eat, visit with their peers, and exercise.

- Email Function: Students are issued an NDA-email account. Students may use the email function for educational purposes only (i.e. questions about assignments, collaboration on group tasks, etc.). Students are NOT permitted to send emails that are not directly school related or are not appropriate. Students are not permitted to send emails during class time when such activity is not directed to take place by a teacher. Additionally, students and parents are not allowed to exchange emails during school hours.
- Printer Policy: Students are not allowed to print anything on campus without explicit instructions to do so from a teacher.



Middle School iPad Policy Contract 2017-2018

As a student at Notre Dame Academy, I, _____, have read and understand the rules and policies related to the use of all school-issued iPads. By signing this agreement, I understand that these policies apply directly to me. Should any of the rules mentioned within the NDA iPad Policy Contract be broken on my behalf, I understand that there will be consequences at the teacher and administration's discretion.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____