



Notre Dame Academy iPad Policies

2014 - 2015

The iPad device that each student will be using is for the purpose of conducting school work during school hours or while working 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.

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The below listed policies are to be enforced when students are using 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

- Removing the iPad from its case or removing the screen protector is not permitted with NDA devices. The barcode that has been placed on the back of the iPad itself is not to be tampered with or removed.

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 comes in contact with 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 2 that NDA students will be using. The warranty does NOT cover lost iPads. If an iPad is lost, a parent or guardian will be responsible for a full replacement fee for that device.
- In the event that the iPad screen breaks or the iPad no longer functions properly, an iPad Damage Report must be filed through the Technology Teacher and further information and documentation about how to proceed with getting your iPad replaced will be given to your student at that time.
- The cost for replacing an iPad with a physical damage (cracked screen, damage to the corners, etc.) is \$50 directly through the Apple Store.
- Willful neglect will void the warranty.

RETURN OF iPADS

- The iPad, charger, 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.
- Report cards, transcripts, yearbooks, and promotion certificates will be held until the iPad and accessories are satisfactorily returned, and all claims are cleared.

iPAD SETTINGS & GENERAL RULES

- **Lock Screen & Home Screen Wallpaper:** The only wallpapers that can be applied are those which are given automatically within the iPad. Students may not use a picture saved to their camera roll or screenshot image as their Wallpaper.
- **Passcode Lock:** Middle School students may choose to add a Passcode Lock to secure their iPad device. This passcode should not be shared with any other students. If a teacher asks to see a student iPad, the student must unlock the iPad immediately per the teacher's request.
- **Syncing:** Students may not sync their school-issued devices 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 when instructed to by a teacher. Taking pictures of themselves, their friends, or during class when not directed by a teacher is NOT allowed and can lead to such consequences explained in the Digital Citizenship Pledge.
- **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 to get some exercise.
- **Email Function:** At NDA, students are issued a Google Education 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.



iPad Policy Contract 2014 – 2015

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 Policies 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: _____