

# **iPad Responsible Use Policy**

## **Use of iPad at School**

- In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using your iPad.
- Students are expected to bring their iPad to all classes unless specifically instructed not to do so by their teacher.
- If students leave their iPad at home, they are responsible for getting the coursework completed as if they had their iPad present.
- iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening.
- Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, locker rooms, library, unlocked classrooms or lockers, dressing rooms and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is left in one of these areas, it will be taken to the main office.
- Students must provision (register) their iPads with the school. The iPad will not work on the school's network until this process is completed. In addition, this process will allow the school to identify lost or stolen iPads.
- Students may not, under any circumstances, log on under or use another student's account or iPad.
- Students must lock their iPads using a pass code. Students are responsible for all activities conducted on their personal account.
- Vandalism will result in immediate disciplinary action by the Director of Students. Vandalism is defined as any malicious attempt to harm or destroy any part of Providence's technology resources.

## **Chatting and Blogging**

- Instant messaging is prohibited during school hours except as part of an assigned, in class activity that is supervised by faculty or administration.
- Blogging is prohibited during school hours unless for academic purposes.
- Participation in chat rooms is prohibited during the school day, except as part of an assigned, in class activity.
- Students making inappropriate reference about the school and/or its students, faculty, or staff on any public internet site, chat room, or other public electronic media will be subject to disciplinary action that will be determined by administration and could include suspension or expulsion.

## Audio and Video

- Audio on iPads should be turned off unless required for the classroom activity being conducted.
- Listening to music either aloud or with earphones is not permitted during class unless required for the classroom activity being conducted.
- Using the iPad to watch movies or videos, unless assigned by a teacher, is prohibited during the school day.
- Any audio or video recording may be done only with the prior permission of all parties being recorded. A student may not record a teacher unless the student videos the teacher granting such permission prior to the recording.
- Any recording device, either audio, video or still picture, may not be used to slander, bully, or denigrate any student, faculty or staff member, on or off campus at any time.
- Students may not use the cameras on their iPads unless given permission by a faculty or staff member.

## Games

- The viewing and/or playing of electronic games is not permitted during class except as part of an assigned in class activity. Violation of this policy may result in the loss of iPad privileges.

## Screensavers

- Inappropriate or copyrighted media may not be used as a screensaver.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures may result in serious disciplinary actions including suspension and expulsion.

## Internet Use

- Providence Jr - Sr High School provides students with access to the internet, including web sites, resources, content, and online tools. This access will be restricted in compliance with CIPA regulations and school policies.
- Some students may have purchased a data plan (4G, etc.) for use with their iPad. This must be turned off during the school day, and all students must use the school's wireless network for internet access.
- Students may not bypass the school's web filter by use of a web proxy or any other means.
- Use of Providence technology resources must be in support of curriculum and research and consistent with the purposes and mission of the school.
- Providence reserves the right to access all incoming/outgoing data accessed by students.
- Violations of federal and state regulations such as sending threatening email and accessing or distributing obscene material; will be dealt with by the governing law enforcement agency.

## **iPad Loaner Program Policy**

1. Students must sign off on loaner iPads and accept responsibility for that loaner unit while in their possession. If the unit is not returned in the condition they received they will be responsible for reimbursing the school for the cost of repair or replacement of the unit.
2. Students who forget to bring their iPads to school may check out a loaner iPad from the library for 24 hours no more than three times in any one quarter. An iPad kept for more than one day will count toward the quarter limit.
3. Students who borrow a loaner iPad due to their own iPad being repaired must give proof of repair and will be allowed a loaner unit for no more than one month. Any exception to this rule will be at the discretion of the school librarian and based on the availability of loaner units.
4. Any student found damaging another student's iPad or loaner iPad will be disciplined and will be financially responsible for the repair or replacement of that unit.
5. Damage or replacement charges for loaner units will be given to the student and a copy mailed to the parent.