



KENNEDY CATHOLIC HIGH SCHOOL

Founded as St. Mary's High School 1924-1966

Kennedy Catholic High School **iPad Acceptable Use Contract 2016-2017**

The iPad program at John F. Kennedy Catholic High School herein after referred to as KCHS provides tools and resources to the student. Effective teaching and learning with iPads integrates instructional technology into the curriculum at any place and time. It also prepares Kennedy Catholic High School students for future electronic testing as mandated by the New York State Education Department. Students must abide by the policies of the school as well as this contract to use the iPad to enhance learning in the classroom.

The policies, procedures and information within this document apply to all iPads used by students at Kennedy Catholic High School. Teachers may set additional requirements for use in their respective classroom(s).

Above all, the iPad program at KCHS is an academic program and the policies governing the use of the iPad are for the support of its academic use.

A. iPad Distribution and Care

1. Students are issued iPads at the beginning of the school year. The iPads are the property of Apple Computer and are leased by KCHS. Students are expected to use the iPads in conformity with this contract and the student handbook. Students are responsible for the general care of the iPad they have been issued by the school. Students will be **REQUIRED** to use only the official KCHS case and must keep their iPads covered at all times. If the KCHS case is damaged or abused a student must purchase a new case at the school store. Failure to maintain a properly covered iPad will result in disciplinary action for the student. iPads that are broken or fail to work properly **MUST** be taken to the MAIN OFFICE for an evaluation of the equipment and repair when needed.
2. Students/Parents/Guardians are solely responsible for the care and safekeeping of student iPads. Any loss or damage to iPads (outside of reasonable wear and tear), regardless of the cause, will be the strict financial responsibility of the students/parents/guardians. Please see Section F for more information regarding the Apple Care + Warranty.



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B. General Rules:

1. Students must have their iPads, iPad covers, and earphones with them at school **every day**,
2. Students are responsible for keeping their iPads' batteries **charged** for school each day,
3. Students may not remove or circumvent the management system/software installed on each iPad. This includes removing restrictions or "jailbreaking" the device. Students who tamper with the device will face strict disciplinary action and may face a monetary penalty to reconfigure the device,
4. iPads **MUST** always be kept within the protective cases issued by KCHS,
5. Only use a soft cloth to clean the screen, no cleansers of any type,
6. Cords and cables must be inserted carefully into the iPad to prevent damage. Students are responsible for replacing cords and cables that are damaged and not covered under the Apple Care + Warranty,
7. Students **may not** bring their iPads to the cafeteria during lunch. iPads are to be stored during lunch in the students locker which **must be locked**. If a student chooses to complete an academic activity using their iPad during their lunch period they must obtain a pass to the library and complete their work there. Students that bring their iPads to the cafeteria may face disciplinary action,
8. iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area,
9. Students may not remove or alter the "asset tag" located on the iPad's back cover. The "find my iPhone/iPad" function must be on at all times,
10. Students are discouraged from printing materials on campus. Printers are available on campus for limited use by faculty members. Readers, worksheets, and other academic materials are available digitally on the iPad for study and reference,



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C. Sound, Music, Games, Pictures, or Programs

1. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes,
2. During the school day, 8:00 AM to 2:35 PM, earphones may only be used while in school with permission. Permission may be given for use of earphones by a teacher in a classroom. If a student does not have permission to use their earphones then they should not be in a student's ear,
3. Accessing internet games, game apps, and/or social networks are not permitted using the KCHS iPads. Failure to comply will result in disciplinary action,
4. The software/apps originally installed by KCHS must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add/update software applications for use in a particular course,
5. Students are not allowed to load extra software/apps on their iPads,
6. Students may not store their own personal photographs (including screenshots and attachments) as well as music on their iPads,

D. Prohibited Use

1. Illegal installation or transmission of copyrighted materials,
2. Any action that violates existing school rules or public law,



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3. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials,
4. All communication made by students must be for academic purposes only, and must be authorized by a teacher or school administrator during school hours,
5. Use of websites selling term papers, book reports, and other forms of student work,
6. Use of messaging software or services is prohibited,
7. Spamming: sending mass or inappropriate emails,
8. Gaining access to other students' accounts, files, and/or data,
9. Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity,
10. Bypassing the KCHS web filter,
11. Photographing or video recording on campus without the permission of a teacher for academic purposes or in support of a school program,
12. Student sharing of their passwords, addresses, or other personal information on the Internet without the authorization of KCHS,
13. Copying certain internet materials or reproducing materials without the permission of the author or other right-holder,
14. Plagiarizing academic materials,



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15. Using or possessing any hardware/software that can be used to hack or take control of another system, especially a system controlled by KCHS will not be permitted,

E. Students Responsibility for iPad Use

1. Students that fail to charge the battery on their iPad or forget to bring the iPad to school on a regular basis will face disciplinary action,
2. Students who need assistance with iPad related software or hardware must report the issue to the Main Office upon entering the building at the beginning of the school day. Students must be to class on time. Students must have the permission of their teacher to address these issues during homeroom/class time. Students late to class due to iPad or technology related issues without permission will face disciplinary action,
3. Students may use the iPad only for academic purposes on campus between 8:00 AM and 2:30 PM,
4. Students may not use other student's iPads nor have them in their possession,
5. In consideration for receiving the iPad from KCHS, each student and his or her parent or legal guardian agrees not to sue and hereby release, waive, discharge, holds harmless, indemnifies, and defends Kennedy Catholic High School and the Archdiocese of New York, as well as their respective employees, personnel, staff, volunteers, agents, directors, affiliates, and representatives, from any and all liability, losses, damages, claims, actions, and causes of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, relating in any way to the use of the iPad furnished by KCHS to the student,



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6. This iPad Acceptable Use Policy applies to KCHS students at all times, whether or not the students are on campus, as KCHS students are school representatives at all times. **Parents/Guardians** are responsible for monitoring content and student use of the iPads when they are not on the KCHS Campus,
7. iPad devices must remain within the 48 Continental United States and may not be brought to the states of Alaska or Hawaii or any other country. Students that violate this restriction may face disciplinary action and be responsible for any monetary penalty,
8. Individual school iPads and accessories must be returned to Kennedy Catholic High School at the request of the school when a student graduates or ceases to be a registered student at KCHS,

F. Apple Care + Warranty

1. Each iPad comes with 1 year of hardware repair coverage through the iPads limited warranty program provided by Apple Inc.
2. Each iPad is covered under Apple Care + Warranty which extend the warranty coverage for the 2 year period each student will be using the device.
3. Apple Care + Warranty allows up to 2 incidents of accidental damage coverage over the 2 years the student has the iPad. This breaks down ideally to 1 incident per year that the student has the iPad. Each incident requires the payment of a **\$50 deductible**. Students must report any and all incidents to KCHS. If an incident occurs during a



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weekend or holiday period a student may have the iPad repaired at an Apple Inc. Store, but still MUST report the incident and repair to KCHS upon their return to school.

4. Apple Care + Warranty is issued by Apple Inc. and all claims and assessments will be performed by Apple Inc. in accordance with their practices and policies.

5. Apple Care + Warranty covers the following Hardware Related Issues:

- Your iPad
- Battery
- Time Capsule or AirPort device
- Included USB cable and power adapter

6. Apple Care + Warranty allows complimentary expert telephone technical support which includes the following:

- Using iOS and iCloud
- Connecting to wireless networks
- Questions about FaceTime, Keynote, Numbers, Pages, and other Apple-branded iPad apps.

7. For additional information regarding the Apple Care + Warranty please visit the following website:

<http://www.apple.com/legal/sales-support/applecare/applecareplusforipad.html>

G. Content

1. Content will be purchased, controlled, updated, and maintained by KCHS. Students are not permitted to download any personal content onto the device without the express written permission of KCHS.

H. Student ID's: (Google App's/Blackbaord/Apple)

1. Each student will be issued a Google Apps ID, Blackboard ID as well as an Apple iTunes Account ID by KCHS.



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2. KCHS will maintain each of these accounts and passwords on behalf of the student.
3. Students may not share their ID or PASSWORDS to these accounts with other students.
4. Google Apps and Apple iTunes accounts issued by KCHS should only be used for educational purposes and not personal use.
5. KCHS reserves the right to access and monitor student communication including: email, documents, and web history on KCHS iPad devices.

I. Frequently Asked Questions:

When do students first receive their iPads?

Students will receive their iPads during orientation the 1st week of school.

Is training available for students on how to use the iPads?

Yes. Training will be embedded in the curriculum and also given during orientation week.

May students opt out of using the iPad altogether?

No; the benefits of a tool like this can only be achieved if the tool is used by all students.

Can students install their own apps?

No, apps will be pushed out to student iPads using our wireless network and multimedia device management software.



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What accessories will be needed with the iPad?

All students will receive an iPad from KCHS. The school will supply information regarding any required or suggested accessories.

Is there technical support for student iPads on campus?

Yes. An IT support staff member is available in the main office on campus. Loaner iPads are available if there is an issue with a student's iPad.

Do students get to keep their iPads when they graduate?

No, the iPads are the property of the Apple Computer and are returned to Apple after their use.

My student already has an iPad. Will he/she be able to use that one?

No. KCHS configures the iPads as "managed" devices to ensure we have consistent security, configuration, apps and content.

What happens if an iPad gets broken, lost or stolen?

If an iPad is broken, stolen or lost, the student must report it to the Main Office **immediately!** iPads which are lost will need to be replaced, and the student will have to pay a **\$500 replacement fee**. If the iPad is stolen, the student must file and obtain a police report and will have to pay a **\$250 replacement fee** to the school accompanied by the police report. Students may not purchase a new iPad on their own to replace a lost/stolen iPad. Apple Care will cover hardware malfunctions of the device, and accidental breakages up to 2 incidents and with a **\$50 deductible** each time. Students will be required to pay for any breakages or malfunctions which occur after the first 2 incidents have been reported.

Will students only be using digital books (ebooks)?

Yes; when e-books are available.



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Kennedy Catholic High School **iPad Acceptable Use Contract 2016-2017**

ALL students & parents must sign and submit this form prior to the beginning of the 2015-2016 school year in order for their child to receive an iPad upon returning to school in September.

I (Student): _____ acknowledge that I have been provided with and read a copy of the Kennedy Catholic High School iPad Acceptable Use Contract in its entirety Sections A-H and hereby agree to the terms and conditions stated in the document.

Student Signature: _____ Date: _____

I (Parent/Guardian): _____ acknowledge that I have been provided with and read a copy of the Kennedy Catholic High School iPad Acceptable Use Contract in its entirety Sections A-H and hereby agree to the terms and conditions stated in the document.

Parent Guardian Signature: _____ Date: _____

School Administrator Signature: _____ Date: _____