

# **GARCES MEMORIAL HIGH SCHOOL 2022-2023 IPAD USER AGREEMENT AND TECHNOLOGY ACCEPTABLE USE POLICY**

The focus of the Technology program at Garces Memorial High School is to provide tools and resources to the 21<sup>st</sup> Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential in today's world. The individual use of iPads and other technological devices is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Significant learning is a result of the continuous dynamic interaction among students, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads and other devices integrates technology into the curriculum anytime, anywhere.

The policies, procedures and information within this document apply to all iPads, computers, cell phones, cameras, and other technological devices used at Garces Memorial High School, or considered by the administration to come under this policy. Teachers may set additional requirements for use in their classroom.

## **I. IPAD USER AGREEMENT**

### **Equipment**

Garces Memorial High School retains ownership rights of the iPad and related equipment, when the device is on campus, The iPad will belong to students according to the guidelines set forth in this document. The Technology Department retains the right to collect and/or inspect the iPad at any time and to alter, add, or delete installed software or hardware.

### **Substitution of Equipment**

In the event that the iPad is inoperable, Garces Memorial has a limited number of spare iPads for use while the iPad is repaired or replaced. This agreement remains in effect for the substitute. If a student forgets to bring their iPad or power charger to school a substitute may be provided, if available. If the device is broken beyond repair, a new iPad must be purchased through Garces Memorial High School.

### **Customization of Equipment**

Each student will be permitted to alter or add files to customize the assigned iPad to their own working styles. Any student found to have inappropriate material, images, music, etc. will have disciplinary action taken. Students are prohibited from installing any non-authorized software that does not come directly from the Apple App Store or altering their device in any way, including "jailbreaking" which would void the terms of the AppleCare+ service contract, which is attached to and constitutes a part of this agreement. The Garces Memorial Technology Department and faculty have the right to inspect all iPads at any given time without notice.

**Jailbreaking an iPad modifies the Apple operating system in such a way that the iPad is no longer usable at Garces Memorial High School. If jailbreaking occurs on the student's device, the undersigned is responsible for both the cost of the original iPad as well as the cost of a replacement.**

### **Damage or Loss of Equipment**

Students are solely responsible for the care and safekeeping of their iPads. Any loss or damage to the iPad or related equipment (outside of reasonable wear and tear), regardless of cause, will be the financial responsibility of the student and person(s) signing this agreement. All repairs and replacement iPads must be handled by the Garces Memorial Technology Department. All students must purchase the Garces approved case, and it must remain on the iPad at all

times. iPads not in the approved case will be confiscated until the student provides one. In the event that any damage occurs or if the iPad is lost or stolen, it must be reported to the Technology Department immediately. Each iPad is covered by an AppleCare+ service contract, which is attached to and constitutes a part of this agreement. Under the terms of the service contract, damaged iPads may be replaced by Apple up to two times per unit; certain restrictions may apply. There is a minimum deductible fee of \$50 for any AppleCare+ repairs, additional cost may be applied. After two AppleCare+ repairs either full repair cost or replacement becomes the responsibility of the person(s) signing this agreement. A replacement iPad will be provided by the school until the repaired unit is returned. Damage or loss not covered under the service contract becomes the responsibility of the person(s) signing this agreement. iPad Chargers and cables are not covered under Apple Care+, parents are responsible for replacing damaged or non-working with only Apple manufactured chargers and cables.

### **Use of Camera Feature**

The camera feature on the iPad may not be used on campus or at any school-related activity without express permission from the instructor or administrator in charge of the activity. No photos, video or audio recording of any individual may be taken without their permission. Any use of cameras in restrooms or locker rooms at any location, regardless of intent, will be treated as a serious violation. Any material discovered on the device or appearing in social media that is deemed inappropriate by the administration is subject to disciplinary action.

### **Student Discipline**

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include, but are not limited to, the school grounds and campus, the cafeteria, computer lab, locker rooms, library, unlocked classrooms, gym, weight room, and team transportation buses. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the main office or the Technology Department.

### **Release of Liability**

In consideration for receiving the iPad from Garces Memorial, each student and his or her parents or legal guardians agree not to sue and hereby releases, waives, discharges, holds harmless, indemnifies, and defends Garces Memorial High School and the Roman Catholic Diocese of Fresno, 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 and 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 Garces Memorial to the student.

**II. TECHNOLOGY ACCEPTABLE USE POLICY** The Acceptable Use Policy includes all forms of technology including, but not limited to iPads, laptops and other computers, cameras, cell phones, texting, messaging, email, instant messaging, chat, gaming, and social networking sites. Due to continuous advancement in technology, Garces Memorial reserves the right to add to the policy as deemed necessary.

Garces Memorial High School maintains a campus computer network, which includes computers, servers, printers, scanners, and other peripheral devices that are connected through a local area network. The campus network system is the property of Garces Memorial.

### **Privacy and On-Line Behavior**

The campus computer network is solely for the purpose of conducting school work and achieving academic excellence. It may not be used for personal or business ventures, solicitations, religious or political causes or outside organizations. Student passwords and or passcodes must not be shared. Students will not attempt to gain access to another student's user account, a school employee's account, or any account for which they are not authorized.

Students will be ethical in their use of technology and respect the privacy of others. Students will not create, retrieve, receive, or send any offensive electronic information, including but not limited to items of a sexual or racial nature, derogatory gender specific comments, or comments that are disrespectful or derogatory towards a person's age, sex,

sexual orientation, marital status, religious or political beliefs, national origin, ancestry, disability, or any characteristics protected by federal or California state law.

Students will not impersonate another's identity or use false identities on the Internet.

Cameras, including those on cell phones, iPads and other devices may not be used on campus or at any school-related activity without express permission from the instructor or administrator in charge of the activity. No photos, video or audio recording of any individual may be taken without their permission. Any use of cameras in restrooms or locker rooms at any location, regardless of intent, will be treated as a serious violation. Any material discovered on the device or appearing in social media that is deemed inappropriate by the administration is subject to disciplinary action.

### **Prohibited Use of Electronic Devices**

The following uses are prohibited:

1. Any use that is a violation of federal, state or local law, including but not limited to accessing or transmitting pornography of any kind, obscene materials, harmful materials that encourage others to violate the law, confidential information, or the illegal transmission of copyrighted materials.
2. Promoting, encouraging, or supporting the use of alcohol, tobacco, or any controlled substance.
3. Knowingly bypassing or penetrating any Internet or other security measures, including gaining entry or hacking into systems or accessing restricted material without authorization.
4. Damaging computer equipment, files, data, or the network in any way, including but not limited to intentionally accessing, transmitting, or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance.
5. Use of profane, abusive, or impolite language. Using defamatory, abusive, harassing, or threatening language toward another person or organization. Downloading or sending communications or materials denigrating persons based on race, ethnicity, religion, gender, sexual orientation, or disability are prohibited.
6. Use of any other organizations or individual's network, website, or computing resources in a manner that violates that organization's or individual's rules of use.
7. Violating another person's right to privacy. Deleting, copying, modifying, or forging another user's name, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email or other correspondence.
8. Use of unauthorized technology for the purpose of bypassing security systems, including Internet filtering, is not permitted. This includes the use of SSH, proxy-bypass software, Remote Desktop sessions, anonymizing websites or software and other technologies.
9. Use of technology or the Internet in any manner that violates school policy

### **No Expectation of Privacy**

Users of the Garces Memorial High School's network are reminded that the network is the property of Garces Memorial and that they have no expectation of privacy. Internet sites visited and files on machines connected to the network may be inspected at any time. Inappropriate and/or unlicensed files/programs will be deleted and disciplinary action taken as necessary. Users are also reminded that email sent via the network is not privileged or private and may be reviewed by Garces Memorial. Electronic information erased, deleted, or otherwise removed may be retrieved. Passwords or other systems security features do not guarantee confidentiality.

Use of the Internet is a privilege, not a right. Inappropriate use will result in withholding of that privilege. Each person who is granted access must have on file a signed acknowledgement form. Garces Memorial High School uses a content filtering firewall system to filter certain Internet content. This is an automated filtering service that may allow inappropriate content to be accessed and may not adequately protect students from accessing all harmful matter on the Internet. Parents/guardians are advised that it is possible for a student using the school's Internet services to view inappropriate content or to purchase goods and services for which the student may be liable. This filtering service is only in effect while the student is on the campus of Garces Memorial High School. Parents are advised that the student's iPad may be used to access the Internet using other service providers which may not be protected by filters.

### **III. DISCIPLINARY ACTION**

Students violating any part of this policy are subject to disciplinary action at the discretion of the Administration. Prior to any disciplinary action, the student shall be given the opportunity to review any electronic information collected by the school. The student will be given an opportunity to provide additional information or comments concerning the information and alleged violation of this policy.

#### **IV. STATEMENT OF ACCEPTANCE**

I/we have read this policy and understand my/our responsibilities as a parent/guardian, as well as the student's responsibilities. I/we understand that any violation of the provisions of the Garces Memorial High School iPad User Agreement and Technology Acceptable Use Policy may result in disciplinary consequences, including suspension or expulsion and/or legal action. Garces Memorial will cooperate with law enforcement in any investigation related to any potential illegal activities conducted on our equipment or through our network. Garces Memorial reserves the right to apply disciplinary consequences for computer related activities conducted off-campus if such activity adversely affects the safety or well-being of students or other members of the school community or constitutes inappropriate behavior. Students and parents should report threats of violence or harm in cyberspace to law enforcement immediately.

#### **STUDENT PLEDGE:**

1. I will take good care of my iPad.
2. I will never leave the iPad unattended.
3. I will never loan out my iPad to other individuals.
4. I will know where my iPad is at all times.
5. I will charge my iPad's battery daily.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any repairs.
8. I will protect my iPad by keeping it in a protective case at all times.
9. I will use my iPad in ways that are appropriate and meet Garces Memorial High School expectations.
10. I will not place decorations (such as stickers, markers, etc.) on the iPad.
11. I will not deface or remove the serial number sticker on any iPad. 12. I understand that my iPad remains the property of Garces Memorial High School and is subject to inspection at any time without notice.
13. I will follow the policies outlined in the iPad User Agreement and Technology Acceptable Use Policy at all times, both at school and off-campus.
14. I will notify Garces Memorial High School immediately in case of my loss of the iPad (whether through theft or otherwise) and any damages to my iPad (other than normal wear and tear) from whatever cause, including vandalism.
15. I will be responsible for all damage or loss to my iPad however caused other than normal wear and tear and any damage or loss to the extent covered by the AppleCare+ service contract maintained for my iPad.
16. I will not do anything to my iPad that would void the terms of the AppleCare+ service contract, including but not limited to "jailbreaking" my iPad.
17. I agree to return the iPad, charger, and cable to Garces Memorial High School in good working condition prior to graduation or upon withdrawing from the school.

#### **Standards for Personal iPad Care**

##### **Student Responsibilities:**

1. Bring the iPad, charged and ready to go, every school day. You may want to bring your charger with you to school as a backup. If the iPad is left at home, the student is responsible for checking out a loaner iPad from the Technology Department, if available, and completing all course work as scheduled.
2. Keep the iPad with you, in your locked locker, or within your sight at all times.
3. Do not let anyone use the iPad other than your parents or guardians.
4. Adhere to the Garces Memorial iPad User Agreement and Technology Acceptable Use Policy at all times. When in doubt, ask a member of the Technology Department.
5. Back up your data. It is recommended to backup your iPad to your home computer with iTunes or online with iCloud. It is also recommended utilize Dropbox or Google drive for data backups.
6. Report any problems, damage, or theft immediately to a member of the Technology Department or the main office.

7. Garces Memorial Requires a passcode on all iPads. The passcode must not be shared with other students.

General Care:

1. Do not do anything to the iPad that will permanently alter it in any way.
2. Do not remove any serial numbers or identification placed on the iPad.
3. Keep the equipment clean. Do not eat or drink while using the iPad.
4. Keep the iPad in a protective cover at all times.
5. To clean the iPad, unplug all cables and turn off iPad. Use a soft, slightly damp, lint-free cloth. See Apple website at [support.apple.com/manuals/iPad](http://support.apple.com/manuals/iPad) or iPad User Guide for more information.

Personal Health and Safety:

1. Avoid extended use of the iPad while it is resting directly on your lap.
2. Take frequent breaks when using the iPad. Look away from the iPad approximately every 15 minutes.
3. Never provide your personal information to anyone over the Internet.
4. Do not share your passwords with anyone. Keep the iPad in a secure location when not at school.

I agree to the stipulations set forth in these documents including the Garces Memorial High School 2022-2023 iPad User Agreement and Technology Acceptable Use Policy, the AppleCare+ Service Contract, and the Student Pledge.

**Parent/Guardian Name**

Please Print: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Student One:**

Please print: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Student Two:**

Please print: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Student Three:**

Please print: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Student Four:**

Please print: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_