MIDDLE SCHOOL TECHONOLOGY ACCEPTABLE USE POLICY

As leaders in academic excellence, All Angels Academy recognizes that students of this generation learn and engage in education differently than students in the past. We are very excited to be offering a technology program that utilizes iPads as a **means** to enhance our curriculum and student learning in a 21st century learning environment. An integral component of the 21st century classroom is the ability for students to actively engage in the integrated curriculum and have access to real-time information to apply to concepts and problems in the classroom. The iPad has been selected as the best device to deliver learning tools and information in the most effective and efficient manner possible.

The focus of the iPad program at All Angels Academy is to provide tools and resources for the 21st century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational curricula. Increasing access to technology is essential to build college and career readiness skills. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from 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 integrates technology into the curriculum anytime, anyplace.

The policies, procedures, and information within this document apply to all iPads and other technology-able devices used at All Angels Academy considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

iPads will be distributed during the first week of school and will have applications already uploaded to them, including a mobile device management system application.

Taking Care of your iPad
- Students are responsible for the general care of the iPad that they have been issued.
- Only use a clean, soft cloth to clean the screen, **no** cleansers of any type.

- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for bringing their iPads fully charged for school each day.
- iPads are very sensitive to extreme heat and extreme cold therefore leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
- Do not stack any books, heavy materials, etc. on top of the iPad as it could cause the device to break.
- iPad batteries must be charged and ready for school each day.
- iPads that malfunction or are damaged must be reported to the administration. iPads that have been damaged from student misuse, neglect or are intentionally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to iPads that are intentionally damaged or lost.
- iPad damage: Students may be responsible for any and all damage as circumstances warrant.
- iPads that are stolen must be reported immediately to the police department and to school administration.

Carrying iPads
The guidelines below should be followed:
- The iPads should always be within the protective case when carried.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.

Screen Care
The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not "bump" the iPad against lockers, walls, car doors, floors, etc as it will eventually break the screen

Using iPads at School

The iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed using the iPad. Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

While on campus, students are permitted to access only the school's network with their iPads, not private networks. Students are not allowed to use their own 3G or 4G service while at school. Students do not have personal privacy rights in any matter created, received, stored in or sent to an electronic system maintained by the school. The school reserves the right to monitor any of its electronic communications systems (including email and the Internet) to assure that its property is only being used for school-related purposes only to prevent any unlawful or improper use.

Similar to other personally owned items, the school is not liable for loss, damage, misuse, or theft of personally owned devices brought to school.

Students will observe all Internet filters. Students shall not attempt to circumvent any firewalls or filters associated with the Internet network or remove any mobile device management restrictions and/or applications.

iPads Left at Home

- If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present.
- If a student repeatedly (three or more times as determined by any staff member) leaves their iPad at home, they may be required to "check out" their iPad. "Checking out" identifies that the student will only be able to utilize the iPad during school hours. The iPad will be checked out in the morning from a central location and returned at the end of the school day to the same central location.
- After the first "check out" period, the iPad will be returned for student use at home. If this incident occurs again, the student may be referred to the Administration.
- If a student leaves their iPad at home for two consecutive days, they will be required to bring in the device and have a mandatory inspection of said device.

Charging Your iPad's Battery

- iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening.

- Repeat violations (minimum of 3 days-not consecutively) of this policy will result in lunch detention(s). Additional offenses will result in phone calls home and referrals to the Administration.
- In cases where use of the iPad has caused batteries to become discharged, students may be able to connect their iPads to a power outlet in class.

Screensavers/Background photos

Inappropriate media may not be used as a screensaver or background photo. The presence of any such inappropriate media, such as the presence of guns, weapons, inappropriate language, etc. will result in disciplinary actions and may also result in a loss of iPad privileges.

Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Personal music or photographs, Internet games or any other applications should only be added with parental permission and must not interfere with any application needed for educational purposes.
- Data Storage on the iPad is limited and should be managed by the students and their parents so that the full educational potential of the iPad is available.
- If a student's iPad does not have sufficient data storage, the student must remove any personal photos, music, and/or applications.

Home Internet Access

- Students are allowed to set up access to home wireless networks on their iPads. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the iPad successfully.
- Students may also set up home printing capabilities for their iPad. This will require a wireless printer, proper settings on the iPad, and the correct app.

Saving to the iPad

- Students may save work to their Google Docs (Drive) accounts or their Dropbox accounts via the iPad.
- Storage space will be available on the iPad, but since the device has storage limitations it is vital that the storage space be privileged for educational use only.
- It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.
- iPad malfunctions are not an acceptable excuse for not submitting work.

Network Connectivity

- All Angels Academy cannot guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, All Angels will not be responsible for lost or missing data.
- Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc. as this will affect all students.

Originally Installed Software
- The software/Apps originally installed by All Angels Academy must remain on the iPad in usable condition and be easily accessible at all times.
- From time to time the school may add software applications for use in a particular course. The licenses for this software require that the device may need a manual update. Periodic checks of iPads will be made to ensure that students have not removed required apps.

Additional Software
- Students are allowed to load extra software/Apps on their iPads, but are responsible for the cost of any apps purchased via their family's AppleID's.
- Any attempt to "jailbreak" the iPad or change the configuration will result in an immediate disciplinary action.

Inspection
- Students may be selected at random to provide their iPad for inspection.
- Reasons for iPad inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the iPad.

Procedure for Re-loading Software
- If technical difficulties occur or illegal software is discovered, the iPad may be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.
- Students are highly encouraged to create a backup of iPad documents and work as identified above.

Software Upgrades
- Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates and synchronizing.
- Students are encouraged to periodically upgrade the apps on the iPad, but are not to complete any upgrades to the IOS software that runs on the iPads without the direction of the school technology specialist.

- Major upgrades will be thoroughly tested to ensure that the iPad's functionality will not be affected and that software will not be lost.

SOCIAL MEDIA POLICY

At All Angels Academy, teachers, students, staff, and other school community members use social networking/media (Twitter, Facebook, blogs, etc.) as a way to connect with others, share educational resources, create educational content, enhance the classroom experience, and network within and outside of the school community. While social networking is fun and valuable, there are some risks we need to keep in mind when using these tools. In the social media world, the lines are often blurred between what is public or private, personal or professional.

Social media refers to online tools and services that allow any Internet user to create and publish content. Many of these sites use personal profiles where users post information about themselves. Social media allows those with common interests to share content easily, expanding the reach of their ideas and work. Popular social media tools include Facebook, Twitter, LinkedIn, Instagram, Snapchat, YouTube and Flickr just to name a few.

Below are guidelines to follow when members of the school community (students, faculty, administrators, and staff) are representing All Angels Academy in social media spaces, regardless of whether these are considered professional or personal spaces.

Use good judgment
- We expect good judgment in all situations. Behave in a way that will make you and others proud and reflect well on the school.
- Know and follow the school's Technology Acceptable Use Policy.
- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.

Be respectful
- Always treat others in a respectful, positive, and considerate manner.

Be responsible and ethical
- Because you represent the school, please stick to discussing only those school-related matters that are within your area of responsibility.
- Adults should be open about their affiliation with the school and the role/position they hold.
- If you are someone's peer, interact with them online if you are so inclined

- Share and interact in a way that will enhance your reputation, the reputation of others, and the reputation of the school, rather than damage them.

Be a good listener
- Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly, and share feedback.
- Be responsive to others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.

Be accurate and appropriate
- Check all work for correct use of grammar and spelling before posting.
- A significant part of the interaction on blogs, Twitter, Facebook, and other social networks involves passing on interesting content or sharing links to helpful resources. However, never blindly repost a link without looking at the content first.
  And if you don't get it right …
  Be sure to correct any mistake you make immediately, and make it clear what you've done to fix the mistake.
- Apologize for the mistake if the situation warrants it.
- If it's a major mistake (e.g., exposing private information or reporting confidential information), please let the administration know immediately so the school can take the proper steps to help minimize the impact it may have.

Be confidential
- Do not publish, post, or release information that is considered confidential or private. Online "conversations" are never private.
- Use caution if asked to share your birth date, address, and cell phone number on any website.

Respect private and personal information
- To ensure your safety, be careful about the type and amount of personal information you provide.
- Avoid talking about personal schedules or situations.
- Never share or transmit personal information of students, parents, faculty, staff, or colleagues online.
- While taking care when posting to safeguard people's privacy, be sure – as necessary and appropriate – to give proper credit to sources. In cases of doubt, privacy should be the default.
- Generally use only first names of students. There may be special circumstances where a student is widely known for a particular achievement, in which case the

use of the full name may be appropriate. If there is any doubt, use only first names.

- Always respect the privacy of school community members.

Post images with care
- Respect brand, trademark, copyright information and/or images of the school.
- Do not caption photos with the names of current students.
- Do not post photos of students who are on the "Do Not Photo" list. (Ask your teacher for details.)

Parent/Guardian Responsibilities

● Talk to your children about values and the standards that your children should follow in the use of the Internet just as you do in the use of all media information sources such as television, telephones, movies, and radio.

● Become increasingly active participants by asking your child/children to show you what apps are being used and how they work.

School Responsibilities are to:

● Provide Internet and Online Course Material(s) access to its students.

● Provide Internet filtering and blocking of inappropriate materials as able.

● iPads will be treated similarly to the policy surrounding school lockers. All Angels reserves the right to review, monitor, and restrict information stored on or transmitted via All Angels Academy owned equipment and to investigate inappropriate use of resources.

● Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

Students are responsible for:

● Using computers/devices in a responsible and ethical manner.

● Obeying general school rules concerning behavior and communication that apply to technology use.

● Using all technology resources in an appropriate manner so as to not damage any equipment. Taking a proactive role to aid All Angels Academy in the protection of our computer system/device by
contacting an administrator about any security problems they may encounter.

● Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

● Plagiarism is a violation of the All Angels Academy Honor Code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

● Use or possession of hacking software is strictly prohibited and violators will be subject to All Angels Academy Middle School Code of Conduct.

● If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is to make a teacher or administrator aware immediately.

● Monitoring all activity on their account(s).

Student Activities Strictly Prohibited:

Students are strictly prohibited from the following actions while using their iPad: (All Angels Academy reserves the right to modify this list at any time)

- Illegal installation or transmission of copyrighted materials
- Sending, accessing, uploading, downloading, or distributing inappropriate, offensive, profane, or threatening material
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Messaging services-ex: iMessaging, WhatsApp, etc.
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger
- Students are not allowed to give out personal information, without the permission and supervision of their parents or a school staff member, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Use of the game center or any game application.
- Take photographs and/or video without the express consent of a teacher

Student Discipline

Any student who violates any of the provisions of this Acceptable Use Policy will be disciplined in accordance with the Middle School Code of Conduct and additionally, their iPad may be placed under "supervised" mode under the Apple Configurator. Additionally, if a student's iPad has to be restored from backup due to the student's inappropriate use of the iPad, the parent will be charged $50.00.

iPad Identification

Student iPads will be labeled in the manner specified by the school. iPads can be identified by recording the serial number. Each iPad has been assigned a family Apple I-Tunes Id for the purposes of installing educational software/applications.

Storing Your iPad

- When students are not using their iPads, they must be stored in their lockers. During P.E. and lunch, students must store their iPads in their lockers. Their iPads should not be left outside in their bookbags.
- To prevent damage, nothing should be placed on top of the iPad.
- Students must take their iPads home every day after school, regardless of whether or not they are needed.

iPads Left in Unsupervised Areas
- Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the lunchroom, unlocked classrooms, and hallways.
- 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. The student may be charged up to $15.00 to retrieve their iPad that has been turned into the office due to not being supervised.

Repairing or Replacing your iPad
- The Middle School supply fee included the purchase of a two-year Apple Care Protection Program for all iPads.
- This protection packages covers any type of device malfunction at no expense to the user.
- It also covers two incidents of limited damage for the iPad at an additional cost to the student and/or parent.
- The fee for a lost iPad will be the retail cost of the device.

Personal Home or Homeowners coverage
- Students or parents may wish to carry their own personal insurance to protect the iPad in cases of theft, loss, or damage. Please consult with your insurance agent for details about your personal coverage of the iPad.
- Most insurance policies will require a rider for electronics and only provide so much coverage and a higher deductible.

Claims
All insurance claims must be reported to the school office. Students or parents must provide a report in instances of theft, vandalism, or fire related damage. A copy of this report must be submitted to school administration before an iPad can be repaired or replaced with the Apple Care Protection Program.

Please sign the Acknowledgement Form for Review of On-Line Documents.