



## iPad Acceptable Use Contract 2018-2019

(Addendum C)

### **Mission**

Cherry Hills Christian is committed to honoring Christ by teaching, encouraging, training and grounding students in God's truth within a dynamic, academic environment.

As a part of our dynamic academic environment we employ many technological tools including various kinds of computers, Promethean interactive whiteboards, Apple TV, and iPads for students use and development.

Because we are committed to honoring Christ and grounding students in God's truth, we diligently seek safety for our students in all educational endeavors including the ever-evolving Internet world.

CHC computers and iPads are equipped with filters at all times throughout the school year, even when devices are taken off campus. We train staff and students, and continually monitor student activity, to promote safe learning for our students.

Care must be taken by the entire CHC community (school staff, students and parents) to ensure that students are protected from harm and are not exposed to offensive or illegal materials.

### **iPad Use**

#### Acceptable Use

- iPads are to be used for educational purposes in accordance with the Parent Student Handbook.
- Limited personal use is permitted within guidelines set by the school, including Canvas.
- Use does not violate legal, school, or ethical guidelines.
- Students and parents are responsible for general care of their school-issued iPad including charging.

#### Unacceptable Use

- Plagiarism, piracy and copyright infringement.
- Violating software licensing agreements.
- Cyber-bullying including, but not limited to the following:
  - Send or post cruel messages or images, or sensitive and private information
  - Threaten, exclude, harass or intimidate others
  - Pretend to be someone else
  - Send inappropriate, suggestive or illegal messages or images
- Taking photos or videos of CHC students or staff outside of actual assignments.
- Use of chat rooms and social networking sites outside of the private and monitored environment of Canvas.
- Use to encourage illegal behavior or threaten school safety.
- Use of any means to disable or bypass CHC's Internet filtering system or other security systems.
- Altering the iPad's operating system or CHC settings (jailbreaking).
- Purposefully un-enrolling the iPad from CHC's Mobile Device Management System.
- Encrypting communications or files to avoid security review.

- Forgery of electronic mail messages or transmission of unsolicited junk email.
- Engaging during school hours in non-educational gaming or other activities on the iPad not authorized by the teacher.

The above list is not exhaustive. Users must use good judgment.

CHC Administration receive weekly reports about suspicious student activity and searches on the iPads.

#### Possible Consequences for Inappropriate Use

- Forfeiture of personal use/content on the iPad.
- Forfeiture of privilege to take iPad home.
- Forfeiture of privilege to use iPad at school.
- Other corrective measures by Teacher or Administrator.
- Disciplinary action including detention, suspension or dis-enrollment.
- Parents will be informed of any identified infractions that occur both on or off site.

## **iPad Content Management**

### Accounts and Backup (Grades 3-8 ONLY)

\*(*Parent Initial*)\_\_\_\_\_ I understand that my student is responsible for maintaining an Apple ID on their device. I understand my student is responsible for also ensuring the validity of the iCloud backup of their data so that, in the case of a device failure, my student's data can be restored. I will not hold CHC responsible for any lost data. I understand that all Apps purchased or redeemed using my student's personal iTunes account will be linked to that account during their enrollment at CHC and that CHC will not be responsible for any Apps purchased by my student.

**IMPORTANT:** Users should NEVER place a credit card number or other confidential information on the assigned school iTunes account. This would allow all users of that assigned account to make purchases billed to that credit card. If this should happen, CHC has not responsibility for any purchases billed to such credit card or for any use of any such confidential information.

### Apps and Storage

I will ensure there is necessary space (open/free storage) available on iPad to accomplish schoolwork. If space is needed, I will immediately remove any or all personal content/Apps to free up necessary space on any CHC managed iPad.

### Security (ALL GRADES)

\*(*Parent Initial*)\_\_\_\_\_ I understand and acknowledge that CHC has done everything it can within the limits of technology and current understanding to secure CHC iPads. In so doing CHC has installed filter settings that force all internet traffic through our onsite enterprise filter provided by an outside source. In essence, our filtered devices "check in" to our filter, no matter where they are, before receiving internet traffic. CHC has placed the following restrictions on all iPads: App downloads set to an age restriction of 9+ per Apple's rating scale through parental controls; Movies set to PG; TV Shows set to TV-PG; No iMessaging; No Game Center, Multiplayer gaming, or Game Center Friends; No YouTube App or website via a browser; No adult iBooks; No explicit music or podcasts. Due to rapid changes in technology and App development, I understand and acknowledge that no safeguards are completely secure and will not hold CHC responsible if any safeguards fail or are circumvented. I will report to CHC any such breach of security immediately.

### Digital Citizenship

\*(*Parent Initial*)\_\_\_\_\_

\*(*Student Initial*) \_\_\_\_\_ I agree to and will uphold the the following Digital Citizenship Pledge:

1. I will honor Christ with my use of the iPad.
2. I understand and accept that CHCS iPads are fully monitored.
3. I will not use any banned apps at any time.
4. I will only use the apps I am direct to use at the times I am direct to use them by my teacher, during school hours.
5. I will not share personal information online about myself or others such as home address, telephone number or age.
6. I will not use bad language including acronyms, abbreviations, or slang versions.
7. I will not have conversations or create posts that would be inappropriate in the classroom.
8. I will not threaten, insult, gossip, tease or be mean to others.
9. I will respect the feelings and ideas of others.
10. I will not add pictures or videos that would not be appropriate to share in the classroom.
11. I will flag any inappropriate content I find.
12. I will not share my login information with anyone or allow anyone else to use my account because I will be held responsible for anything that they do.
13. I will not spam others.
14. I will try to use correct grammar and spelling. I will not use **Emojis** at any time.
15. I understand that using ALL CAPITALS is considered yelling and may offend others.
16. I will check with my teacher whenever I have questions about any of the rules.
17. I understand that the use of a loner iPad because I lost or forgot my iPad will cost me \$5 per day.
18. I understand a broken iPad will cost me a minimum of \$100 for my first incident. For all other incidents I will be responsible for all repair or replacement costs.
19. I understand that the consequences for rules violations may include :
  - 24/7 removal or daytime only use of iPad (upper grades)
  - possible detention, suspension, or expulsion

### Monitoring/Information Retention

I understand that all activity on CHC iPads or involving the CHC network may be monitored and retained.

## **iPad Care**

### Hardware

#### **Grades 1-2**

I understand that the iPad comes with a protective case (grades 1 and 2 only) and student-supplied padded sleeve that is to remain on/with the iPad at all times. The protective case, iPad, power brick and dock connector cable are to be returned to CHC with the iPad with no more than the usual wear associated with a year's usage, such as minor scuffs.

#### **Grades 3-8**

All students in grades 3-8 are required to provide a protective case from an approved list (provided in school supply list). That case is to remain on/with the iPad at all times. One Apple branded charger brick and cable will be provided for the life of the iPad. If charger brick or cable are lost, student/parent/guardian must provide the Apple brand replacement. Upon graduation or withdrawal, the iPad, power brick and dock connector cable are to be returned to CHC with the iPad with no more than the usual wear associated with a year's usage, and in good working condition.

### License to Use

I acknowledge that I am responsible for advising the student named above that he/she must properly operate the iPad and be responsible for basic care and troubleshooting. I shall also advise the student

that he/she is responsible for understanding and adhering to all applicable copyright and software license agreements that limit downloading of media and software that has not been properly acquired.

### Possession

CHC reserves the right to take temporary possession of any iPad used at school, at any time for any purpose with reasonable cause. A student owned iPad will be returned following a review of activity by CHC IT staff and or Administration.

### Forgotten iPads (Applies ONLY to grades taking iPads home)

If a student forgets their iPad at home, the student should alert their teacher and check out a loaner iPad. The fee for a loaner iPad is \$5 per day. Consistent repetition of forgetting the iPad will result in an increased Loaner Fee and other consequences as the school deems appropriate.

### Lost iPads (Applies ONLY to grades taking iPads home)

- If a student iPad is lost or believed stolen, CHC staff should be alerted ASAP and families should attempt to locate the iPad using "Find My iPad" (<http://www.apple.com/icloud/features/find-my-iphone.html>).
- Families should notify police if they suspect theft.
- The student will be issued a replacement iPad and parents will be responsible for full replacement cost.
- If the iPad is later found, parents will be charged the Loaner Fee of \$5 per day with a maximum charge of \$25, and the replacement fee will be refunded.

### Malfunctioning or Broken iPads

- If a student's iPad is malfunctioning, only basic troubleshooting methods should be applied.
- If that does not work, the IT department will inspect the iPad and a loaner will be issued to the student at no charge.
- Passcode(iPad unlock code) is to be set to the code assigned by the school. If a student forgets their Passcode, or their Passcode will not unlock their iPad, they are to contact the school for help **before** the iPad is Disabled. If a student tries an incorrect passcode too many times, the iPad is disabled by Apple's standard security protocol and school staff will have to restore the iPad. If this happens, a \$20 fee will be assessed to restore the iPad.
- If the iPad is not working due to accidental damage, families should complete the iPad Insurance Form and the \$100 deductible will be collected (see Insurance).
- The student is responsible for any damage to the iPad. Should damage be caused by another person, this damage must be reported to the school within 24 hours for an investigation to take place. If not reported, the student remains responsible for damage.

### Costs

All costs associated with technology and iPad rental are included in student's annual tuition. Costs not included are iPad cases (Grades 3-8 only) and all costs associated with loss, breakage or disabling.

### Insurance

CHC will provide insurance for iPads covering certain types of accidental damage.

- Covered losses during the school year include
  - Accidental damage
  - Natural disasters
  - Vandalism
- The deductible is \$100.00 for the first covered loss per student. CHC will pay any amount over the deductible up to the cost of repair or replacement, which ever is less.

- Exclusions from coverage include the following:
  - Loss or theft
  - Government or custom seizure
  - Damage caused by using a third party charger
  - Second total or partial loss due to accidental damage
  - Personal data installed on iPad
- Parent's responsibility is to pay for a replacement iPad in the case of any loss due to one of the above exclusions, except loss of personal data.
- Coverage begins on the day the iPad is issued and ceases on the day the iPad is turned back in to the school.
- Private insurance is available for additional fee to cover some excluded losses listed above.

### iPad Return

As property of CHC, the iPad must be returned in the same condition in which it was received, after the completion of the student's last exam, no later than May 31, 2019. Minor scuffs are considered reasonable wear and tear, anything more than that, such as deep scratches, cracks, or dents, are considered damage, and a damage claim must be filed. Students will keep the charging brick and dock connector cable for the life of the device (typically 3 years), but these must be returned by students/parents/guardians with the iPad upon graduation or withdrawal. Final grades will be withheld pending late returns.

# Family Agreements and Signatures

I hereby release CHC School and its personnel from any and all claims and damages of any nature arising from my child's use of, or inability to use the school technology, including but not limited to claims that may arise from the unauthorized use of the iPad to purchases product or services.

I understand that it is not possible for CHC to restrict access to all unauthorized materials, and I will not hold the school responsible for materials accessed on the iPad. I also agree to report any inappropriate iPad use to the school administration.

**(Take Home Opt In/Opt Out applies ONLY to grades 3-8)**

**Take Home Opt In (Parent Initial)**\_\_\_\_\_ I accept full responsibility if and when my child's use of technology is not in the school setting and understand that my child is subject to the same rules and agreements while not in school.

**OR**

**Take Home Opt Out (Parent Initial)**\_\_\_\_\_ I understand the risks associated with bringing the iPad home. I do **not** grant permission for my child to bring his/her iPad home after school or on weekends or breaks and understand this may limit my child's learning opportunities.

To have access to iPads, we agree to abide by this entire contract. Both school and parents share the responsibility to educate students concerning ethical use of technology.

I accept responsibility for damages to the iPad caused by my enrolled student, their parents, siblings, friends or any other user.

**I have read and discussed this Contract and Use Policy with my child and agree to abide by the rules set forth in this document.**

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Email \_\_\_\_\_ Parent/Guardian Phone \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*Student: Please initial and sign**

For My Own Personal Safety

\_\_\_\_\_ I will be cautious when I am communicating online.

\_\_\_\_\_ I will not post any private information about myself or others while online.

\_\_\_\_\_ I will not share my username or password.

\_\_\_\_\_ I will use school technologies for school-related activities.

\_\_\_\_\_ I will follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.

\_\_\_\_\_ I will alert my teacher of any problem with my iPad or any inappropriate content.

Student Name \_\_\_\_\_

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



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