

## Student Acceptable Use of Technology Policy

It is the intent of the following policy to establish internet and iPad guidelines that protect the safety of students, the integrity of the school and the staff of Marian.

For the 2022-2023 school year, all Marian students are issued an iPad. Students are expected to use computers and the internet as educational resources. It is our belief that reasonable precautions and care should prevent physical damage to the iPad. Students and parents are asked to read this document carefully. After reviewing the document, both students and parents/guardians should sign the online form.

The following procedures and guidelines govern the use of computers and the Internet at school.

### **A. Acceptable Use**

Acceptable use of iPad technology at Marian is in accordance with the Technology Rules and Acceptable Use of Technology sections of the Marian Student/Parent Handbook.

### **B. Unacceptable Use**

Students shall not:

- Use school computers to gain access to material that is obscene, pornographic, harmful to minors or otherwise inappropriate for educational uses.
- Transfer or access inappropriate/unapproved pictures, music, text or other content not allowed on student iPads.
- Engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
- Use chat rooms, instant messaging or other forms of direct electronic communications on school computers without the direct permission of the administration, faculty or Technology Director.
- Use school devices to participate in online auctions or online gaming.
- Use school computers for commercial advertising or political advocacy of any kind without the express written permission of the administration.
- Publish web pages that purport to represent Marian or the work of students at Marian without written permission of the administration.
- Erase, rename or make unusable anyone else's computer files.
- Share passwords with fellow students or other individuals or try to discover other users' passwords.
- Copy, change or transfer any software or documentation provided by Marian, teachers or another student without permission from the administration.
- Write, produce, generate, copy, propagate or attempt to introduce any computer code designated to self-replicate, damage or otherwise hinder the performance of any computer's memory, file system or software. Such software is often called, but is not limited to, a bug, virus, worm or Trojan Horse.
- Forge electronic mail messages or web pages.
- Install VPN apps or other apps allowing students to bypass Marian's network restrictions.
- Remove the Marian iPad case. The iPad should always be in its case.
- Please note that emails sent via the Marian email system and accessed on school-issued devices are not private and may be reviewed at any time and without notice.

- Students must always use appropriate language on email accounts. Students may not transmit language/material that is profane, sexual, obscene, abusive or offensive to others.
- Students should not send mass emails, chain letters or spam.
- Absolutely no private electronic communication during class without permission.

### **C. Contact Information**

Travis Vo  
 Marian Technology Director  
 7400 Military Ave  
 Omaha, NE 68134  
 (402) 571-2618 ext. 1104  
 Email: [tvo@omahamarian.org](mailto:tvo@omahamarian.org)

### **D. Hardware Warranty Coverage and Accidental Damage Coverage**

Marian has purchased AppleCare Plus for each student iPad. If a student's iPad becomes broken or damaged, she is required to bring the device to the **Technology Director, located in room 109**, as soon as possible. A technology department staff member will then inspect the device and determine whether this issue is a malfunction or physical damage from an accident or misuse. On the first and second incidents, if this device is determined to have been damaged by an external factor such as droppage or excess moisture, the student will be required to pay a \$49.00 fee to get the device fixed or replaced, and this fee must be paid before the student will receive the replacement device. For third and subsequent incidents, the student must pay the full cost to repair or fix the device before a replacement will be issued. **Please Note:** AppleCare will **not** provide service to tampered or "jailbroken" iPad with any non-Apple replacement displays, batteries or other parts.

### **E. Disciplinary Action**

Any infraction of these policies by the student will be reviewed by the Dean of Students on a case-by-case basis and appropriate action will be taken, including but not limited to, disciplinary points issued to the student.

### **F. Marian Technology Fee**

Marian students are charged an annual \$350 fee. This technology fee is used to support the iPad 1:1 Learning Initiative, including the costs of the physical hardware and protective cases, the cost of apps for the students, the increased Internet bandwidth to support the devices and additional technology personnel needed to maintain such a program.

### **G. iPad Theft or Loss**

Students who leave Marian during the school year must return the iPad and any accessories at the time they leave. The iPad and all accessories including the iPad, the power adapter, the USB lightning cable, and the iPad case should be returned to the assistant principal or technology director. If an individual piece is not returned, the replacement costs are listed below:

- 128 GB Wi-Fi iPad with Apple Care+ Coverage – cost dependent upon specific device lost
- Apple USB to Lightning Charging Cable - \$19.00
- Apple iPad Power Adapter - \$19.00
- Student Marian iPad Case – cost dependent upon specific model lost

Should the student not return all components of the iPad, any refunds in tuition will be discounted by the price of the missing component. If an iPad becomes lost or stolen, the student must report this to the technology department as soon as possible. If the device has been stolen, it is strongly

recommended to file a report with local law enforcement authorities. The student will be financially responsible for the full cost of the iPad, extended warranty coverage and case.

## 1:1 iPad Learning Initiative

Marian offer our students Apple iPad devices for use at school and at home. The following information is to help you understand the expectations and responsibilities related to using a school-owned iPad:

### **Policies & Procedures for 1:1 iPad**

- Each Student will be provided with a copy of the “Student Acceptable Use of iPad Technology Policy” agreement. **Both the student and parent/guardian are required to sign this document online.**
- Students will receive instruction from Marian on the proper use of the iPad.
- Students will be able and are encouraged to take the iPad home throughout the school year and during the summer.
- Students are expected to treat the iPad as a valuable piece of equipment.
- Unsupervised iPads will be confiscated by faculty/staff and taken to the administrative office. Each student is responsible for her iPad once it has been issued.
- Students must take all precautions to prevent theft; for example, do not leave the iPad unattended or in the passenger area of a car.
- Students must take precautions to prevent damage to the iPad; for example, do not leave the iPad where there is danger of coming in contact with moisture or excessive heat. This would include protecting the iPad from inclement weather. Students are expected to keep their iPad cases closed when not in use.
- Students are to use the iPad to access only socially and educationally appropriate materials and websites.
- Students must not use the iPad to purchase goods and services via the internet while at school. (Parent/Guardians/Students are charged with full responsibilities for any financial obligations incurred from the inappropriate use of the iPad.)
- Students must not unenroll from device management software, remove the asset tag or change the name of the iPad device.
- Students must enable “Find my iPad.”
- Students are to use the iPad in accordance with **Technology Rules and Acceptable Use of Technology** section of the Marian Student/Parent Handbook and to maintain the iPad in accordance with the procedures and information provided.
- **iPads and iPad accessories are the property of Marian** and must be returned upon withdrawal from Marian or at the request of a teacher or administrator. Willful failure to return the iPad in accordance with the stated conditions may result in criminal prosecution.
- Officials of the school have the right to review all material stored on or accessed by any iPad at any time.
- School officials may revoke a student’s iPad use privileges for misuse or violating policies.

### **iPad Care**

Students are responsible for the general care of the iPad and accessories they have been issued by the school. iPads that are broken or fail to work properly must be taken to the technology office for an evaluation of the equipment.

- Students will be provided with a case and the iPad devices **are required to remain in that case at all times** for protection of the device. For the provided protective case to be fully functional, **students are instructed to keep the case closed when not in use.**
- Only use a clean dry, soft cloth to wipe the screen as cleansers may cause screen damage.
- Cords and cables must be inserted and removed carefully into the iPad to prevent damage.
- iPads must never be left unsupervised.
- **Students are responsible for keeping their iPad charged for use during the school day.**
- Some carrying cases (i.e. backpacks) 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. If the iPad becomes bent, the student will be required to pay the \$49 repair fee.
- Use care when handling the iPad to avoid accidental dropping or bumping of the device on lockers, floors, walls, car doors, etc. in order to prevent screen breakage.

### **Using Your iPad at School**

iPads are intended for use at school each day. Students are responsible for bringing their charged iPad to all classes. Only charge your iPad with the provided charger. When iPads have to be turned in for repair, a loaner iPad may be issued. Students are subject to consequences for failure to return a loaner iPad to the designated area.

- Students may use only school-appropriate backgrounds on the iPad. Examples of inappropriate backgrounds include the presence of weapons, pornography, inappropriate language, alcohol, drugs, gang related symbols, etc. Inappropriate material on the iPad or within its files will result in disciplinary action and, if appropriate, referral to law enforcement.
- iPad cameras may be used with permission from a teacher and/or school administrator during the school day.
- Students must use personal ear buds to listen to audio unless used for educational or instructional purposes with the permission of a teacher or school administrator. These are not included with the iPad.
- In order to reduce Marian's footprint on the environment, Marian provides no printers to enable printing from their iPad devices. Students are encouraged to consider the necessity of printing documents. If required, a student may use a student computer to access online files and print from there.
- Students may be selected at random to provide their iPad for inspection, without notice, by the administration and/or technology department staff.

### **iPad Applications & Apple IDs**

- Each student will be assigned a Marian Apple ID that **MUST** be used on the school issued iPad.
- All school approved iPad apps will be available to download to the iPad. Students will not have access to the Apple App Store and will not be allowed to install non-Marian apps
- Students will be provided with a list of required apps for their iPad and they will be required to have these available and accessible during the school day. This list can be found on the student's book list.

### **iPad Storage & Protections**

- Students must set a passcode on their iPad. Tampering with device security measures is forbidden and will result in disciplinary action.
- Students are responsible for the ethical and socially appropriate use of technology resources at Marian.
- Access to Marian technology resources is a privilege and not a right. Each employee, student, and/or parent/guardian will be required to follow the technology policies in place at Marian.

- Transmission of any material that is in violation of any law is prohibited. This includes but is not limited to the following: confidential information, copyrighted material, threatening or obscene material and iPad malware.
- Students are to use the iPad in accordance with **Technology Rules and Acceptable Use of Technology** section of the Marian Student/Parent Handbook and to maintain the iPad in accordance with the procedures and information provided.
- In addition to any standards or rules established by Marian, the following behaviors are specifically prohibited as they violate the standards of integrity and civility: cheating, plagiarizing, falsifying information, violating copyright law, hacking and gaining unauthorized access to any network or iPad.

### **Broken or Damaged iPad Devices**

If a student's iPad becomes broken or damaged, the student is required to bring the device to the office of the **Technology Director in room 109** as soon as possible. A technology department staff member will then inspect the device and determine whether this issue is a malfunction or caused by an accident or misuse. On the first and second incidents of physical damage such as, but not limited to droppage or excess moisture, the student will be required to pay a \$49.00 fee to get the device fixed or replaced, and this fee must be paid before the student will receive the replacement device. For third and subsequent incidents, the student must pay the full cost to repair or fix the device before a replacement will be issued.