



**Bosco Catholic School System Acceptable Use Policy:  
iPad Air/Mac Air/Google Chromebook Policy, Procedures, Information, and Forms**

**Bosco Catholic School System (BCSS) 1:1 iPad Air/Mac Air/Google Chromebook Initiative**

The focus of the BCSS iPad Air/Mac Air/Google Chromebook 1:1 Initiative is to provide tools and resources to the 21st-Century Learner. Educating, Engaging, and Empowering excellence has been our mantra to nurture this model of learning. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools for these 21st-Century students is the iPad Air/Mac Air/Google Chromebook. The individual use of iPad Air/Mac Air/Google Chromebook is a way to empower students to maximize their full potential and 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. On the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPad Air/Mac Air/Google Chromebook integrates technology into the curriculum anytime, anyplace. The policies, procedures, and information within this document apply to all iPad Airs/Mac Airs/Google Chromebook used at BCSS, including any other device considered by the administration to come under this policy. Teachers may set additional requirements for use in their classroom.

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**1. RECEIVING YOUR iPad Air/Mac Air/Chromebook CHECK-IN**

## 1.1 Receiving Your iPad Air/Mac Air/Chromebook

**iPad Airs/Mac Airs/Chromebook will be distributed each fall during “iPad Air/Mac Air/Chromebook Bootcamp.” Parents and students must sign and return the iPad Air/Mac Air/Chromebook Protection Plan and Student Pledge documents before the iPad Air/Mac Air can be issued. The iPad Air/Mac Air Protection Plan outlines three options for families to protect the iPad Air/Mac Air investment for the school district.**

## 1.2 iPad Air/Mac Air/Chromebook Check-in

iPad Airs/Mac Airs/Chromebook will be returned during the final week of school so they can be checked for serviceability. If a student transfers out of the BCSS during the school year, the iPad Air/Mac Air/Chromebook will be returned at that time.

## 1.3 Check-in Fines

Individual school iPad Airs/Mac Airs/Chromebook and accessories must be returned to the BCSS Technology Office/Library at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at BCSS for any other reason must return their individual school iPad Air/Mac Air/Chromebook on the date of termination. If a student fails to return the iPad Air/Mac Air/Chromebook at the end of the school year or upon the termination of enrollment at BCSS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad Air/Mac Air/Chromebook or, if applicable, any insurance deductible. Failure to return the iPad Air/Mac Air/Chromebook will result in a theft report being filed with the Black Hawk County Sheriff’s Office and/or Gilbertville Police Department. Furthermore, the student will be responsible for any damage to the iPad Air/Mac Air/Chromebook, consistent with the district’s iPad Air/Mac Air/Chromebook Protection Plan, and must return the computer and accessories to the BCSS Technology Office/Library in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad Air/Mac Air.

## 2. TAKING CARE OF YOUR iPad Air/Mac Air/Chromebook

Students are responsible for the general care of the iPad Air/Mac Air/Chromebook they have been issued by the school. iPad Airs/Mac Airs/Chromebooks that are broken or fail to work properly must be taken to the Technology/Library Office for an evaluation of the equipment.

### 2.1 General Precautions

The iPad Air/Mac Air/Chromebook is school property, and all users will follow this policy and the BCSS Acceptable Use Policy for Technology. 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 Air/Mac Air/Chromebooks to prevent damage. iPad Air/Mac Airs/Chromebook must remain free of any writing, drawing, stickers, or labels that are not the property of the BCSS. iPad Airs/Mac Airs/Chromebook must never be left in an unlocked locker, unlocked car, or any unsupervised area. Students are responsible for keeping their iPad Airs/Mac Airs/Chromebook batteries charged for school each day. Students are not allowed to add additional skins.

## 2.2 Carrying iPad Airs/Mac Airs/Chromebook

The protective cases provided with iPad Airs/Mac Airs/Chromebook have sufficient padding to protect the iPad Air/Mac Air/Chromebook from normal treatment and provide a suitable means for carrying the device within the school.

The guidelines below should be followed:

- iPad Airs/Mac Airs/Chromebook should always be within the protective case.
- When carrying the iPad Air/Mac Air/Chromebook in a book bag, extra weight must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen and Mac Air/Chromebook in general.

## 2.3 Screen Care

iPad Air/Mac Air screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad Air/Mac Air when it is closed.
- Do not place anything near the iPad Air/Mac Air that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or an antistatic cloth.
- Do not “bump” the iPad Air/Mac Air/Chromebook against lockers, walls, car doors, floors, etc., as it will eventually break the screen.

## 3. USING YOUR iPad Air/Mac Air/Chromebook AT SCHOOL

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

### 3.1 iPad Airs/Mac Airs/Chromebook Left at Home

If students leave their iPad Air/Mac Air/Chromebook at home, they are responsible for getting the coursework completed as if they had their iPad Air/Mac Air/Chromebook present. If a student repeatedly (three or more times as determined by any staff member) leaves their iPad Air/Mac Air/Chromebook at home, they will be required to “check out” their iPad Air/Mac Air/Chromebook from the TechnologyLibrary Office for 14 calendar days.

### 3.2 iPad Air/Mac Air/Chromebook Undergoing Repair

Loaner iPad Airs/Mac Airs/Chromebook may be issued to students when they leave their iPad Airs/Mac Airs/Chromebook for repair in the Technology Office. There may be a delay in getting an iPad Air/Mac Air/Chromebook should the school not have enough to loan.

### 3.3 Charging Your iPad Air/Mac Air/Chromebooks Battery

iPad Airs/Mac Air/Chromebook must be brought to school each day in a fully charged condition. Students need to charge their iPad Airs/Mac Airs/Chromebook each evening. Repeat violations (minimum of three days, not consecutively) of this policy will result in students being required to “check out/in” their iPad Air/Mac Air/Chromebook from the Technology/Library Office for 14 calendar days. An Administrator will deal with repeat offenders. In cases where the use of the iPad Air/Mac Air/Chromebook at school has caused batteries to become drained, students may be able to connect their iPad Airs/Mac Airs/Chromebook to a power outlet in class.

### 3.4 Screensavers/Background Photos

Inappropriate media may not be used as a screensaver or background photo. The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related images or pictures, or anti-Christian media will result in disciplinary actions. Passwords are not to be used.

### 3.5 Sound, Music, Games, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Internet Games are not allowed on the iPad Airs/Mac Airs/Chromebook unless for instructional use as directed by the teacher. All software/apps must be school provided. Data storage will be through apps on the iPad as well as storage on the Mac Air/Chromebook and through school-provided email. Earphones or earbuds are encouraged when the teacher permits sound.

### 3.6 Printing

Items will be sent to the teacher digitally. Printing will take place at the teacher’s discretion.

### 3.7 Home Internet Access

Students are allowed to access home or public wireless networks on their iPad Airs/Mac Airs/Chromebook. This will assist them with iPad Air/Mac Air/Chromebook use while off campus.

## **4. MANAGING YOUR FILES AND SAVING YOUR WORK**

### 4.1 Saving/backup files

Students must be responsible for backing up their own files. It is recommended students email documents to themselves for backup - use Google Drive as well. Students

may also use provided apps for cloud storage or backup to the school's file server. Storage space will be available on the iPad Air/Mac Air/Chromebook – **BUT it will NOT be backed up in case of re-imaging.** It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad Air/Mac Air/Chromebook malfunctions are not an acceptable excuse for not submitting work.

## 4.2 Network Connectivity

The BCSS makes no guarantee that its network will be up and running 100 percent of the time. In the rare case that the network is down, the BCSS will not be responsible for lost or missing data.

## 5. SOFTWARE ON iPad Airs/Mac Airs/Chromebook

### 5.1 Originally Installed Software

The software/apps originally installed by BCSS must remain on the iPad Airs/Mac Air/Chromebook 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 software be deleted from iPad Airs/Mac Airs/Chromebook at the completion of the course. Periodic checks of iPad Airs/Mac Airs/Chromebook will be made to ensure that students have not removed required apps.

### 5.2 Additional Software

Students are not allowed to load extra software/apps on their iPad Airs/Mac Airs/Chromebook. BCSS will synchronize the iPad Airs/Mac Airs/Chromebook so they contain the necessary apps for schoolwork. Syncing iPad Airs/Mac Airs/Chromebook to personal accounts is not allowed.

### 5.3 Inspection

Students may be selected at random to provide their iPad Airs/Mac Airs/Chromebook for inspection.

### 5.4 Procedure for Reloading Software

**If technical difficulties occur or illegal software, non-BCSS-installed apps/software are discovered, the iPad Air/Mac Air/Chromebook will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and reimage.**

### 5.5 Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPad Airs/Mac Airs/Chromebook for periodic updates and syncing.

## 6. ACCEPTABLE USE

The use of the BCSS technology resources is a privilege, not a right. The privilege of using the technology resources provided by the BCSS is not transferable or extendable by students to people or groups outside the district and terminates when a student is no longer enrolled in the BCSS. This policy is provided to make all users aware of the responsibilities associated with the efficient, ethical and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to school district technology resources may be denied and the appropriate disciplinary action shall be applied. The BCSS Student Code of Conduct shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

### 6.1 Parent/Guardian Responsibilities

Talk to your children about values and the standards they should follow on the use of the Internet, just as you do on the use of all media information sources such as television, telephones, movies, and radio. Monitor the use of the iPad Air/Mac Air/Chromebook and Internet when students are at home.

### 6.2 School Responsibilities Are To:

- Provide Internet and email access to its students.
- Provide Internet blocking of inappropriate materials as required by the Children's Internet Protection Act while on campus.
- Provide network data storage areas. These will be treated similarly to school lockers. The BCSS reserves the right to review, monitor, and restrict information stored on or transmitted via BCSS - owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance with the Acceptable Use Policy.

### 6.3 Students are Responsible For:

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to iPad Air/Mac Air/Chromebook use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by the student's own negligence, errors, or omissions. Use of any information obtained via the BCSS designated Internet system is at your own risk. The BCSS specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping the BCSS protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Students should always turn off and secure their iPad Air/Mac Air/Chromebook after they

are done working to protect their work and information.

- Students must keep their iPad Air/Mac Air/Chromebook in a safe, secure environment when not in use. This means lockers (if assigned) must be locked appropriately.
- If a student should receive an email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to take a screenshot and report it to the TechnologyLibrary Office.
- Returning their iPad Air/Mac Air/Chromebook to the BCSS at the end of each school year. Students who graduate early, withdraw, are suspended or expelled or terminate enrollment at BCSS for any reason must return their individual school iPad Air/Mac Air on the date of termination.

#### 6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Plagiarism, including accessing sites selling term papers, book reports, and other forms of student work.
- Messaging services, i.e., MSN Messenger, ICQ, etc.
- Internet/computer games.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing iPad Air/Mac Air/Chromebook settings (exceptions include personal settings such as font size, brightness, etc.).
- Downloading apps.
- Spamming – sending mass or inappropriate emails.
- Gaining access to other students' accounts, files, and/or data.
- Use of the school's internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger.
- Use or possession of hacking software.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts, including those necessary for chat rooms, eBay, email, etc.
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
- Bypassing the BCSS web filter through a web proxy.

#### 6.5 iPad Air/Mac Air/Chromebook Care

- Students will be held responsible for maintaining their individual iPad Airs/Mac Airs/Chromebook and keeping them in good working order.
- iPad Air/Mac Air/Chromebook batteries must be charged and ready for school each day.
- Only labels or stickers approved by the BCSS may be applied to the computer.
- iPad Air/Mac Air/Chromebook covers furnished by the school district must be returned with only normal wear and no alterations to avoid paying a cover replacement fee.
- iPad Airs/Mac Airs/Chromebook that malfunction or are damaged must be reported to the Technology/Library Office. The school district will be responsible for repairing iPad Airs/Mac Airs/Chromebook that malfunction. iPad Airs/Mac Airs/Chromebook that has been damaged from student misuse, neglect, or are accidentally damaged will be repaired. The parent/student will be responsible for the repair of the damaged device beyond the insurance coverage.
- iPad Airs/Mac Airs/Chromebook that are stolen must be reported immediately to the Technology/Library Office and the Black Hawk County Sheriff's Department and/or Gilbertville Police Department. iPads/Mac Airs/Chromebook that has been lost or stolen will be replaced. The parent/student will be responsible for the repair of the damaged device beyond the coverage.

## 6.6 Legal Propriety

- 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 BCSS Code of Conduct. 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 disciplinary action as stated in the BCSS Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

## 6.7 Student Discipline

If a student violates any part of the above policy, he/she will be placed on the following disciplinary steps:

- 1st Offense – Student(s) will check in/check out their iPad Airs/Mac Airs/Chromebook from the Technology/Library Office daily for 5 calendar days.
- 2nd Offense – 5 calendar days of iPad Air/Mac Air/Chromebook privilege suspension (student still responsible for all required work).
- 3rd Offense – Disciplinary action will be determined by the administration.

## 7. PROTECTING AND STORING YOUR iPad Air/Mac Air/Chromebook

### 7.1 iPad Air/Mac Air/Chromebook Identification

Student iPad Airs/Mac Airs/Chromebook will be labeled in the manner specified by the school. iPad Airs/Mac Airs/Chromebook can be identified in the following ways: a record of the serial number, and BCSS label.



## 7.2 Storing Your iPad Air/Mac Air/Chromebook

When students are not using their iPad Airs/Mac Airs/Chromebook, they should be stored safely and securely. BCSS administration requires students not to leave iPad Airs/Mac Airs/Chromebook in unlocked lockers overnight or on weekends. Nothing should be placed on top of the iPad Air/Mac Air/Chromebook when stored in the locker. Students are encouraged to take their iPad Airs/Mac Airs/Chromebook home every day after school, regardless of whether or not they are needed. iPad Airs/Mac Airs/Chromebook should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store their iPad Air/Mac Air/Chromebook, they may check it in for storage with the Technology/Library Office.

## 7.3 iPad Airs/Mac Airs/Chromebook Left in Unsupervised Areas

Under no circumstances should iPad Airs/Mac Air/Chromebook be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Any iPad Air/Mac Air/Chromebook left in these areas is in danger of being stolen. If an iPad Air/Mac Air/Chromebook is found in an unsupervised area, it will be taken to the Technology/Library Office or the Main office. A student will be required to check in and check out the iPad Air/Mac Air/Chromebook for seven calendar days if his/her iPad Air/Mac Air/Chromebook has been turned in to the Technology/Library Office or the Main office due to not being supervised.

## 8. REPAIRING AND REPLACING YOUR iPad Air/Mac Air/Chromebook

BCSS iPad Air/Mac Air/Chromebook Protection Plan -

The BCSS recognizes that with the implementation of the iPad Air/Mac Air/Chromebook initiative, there is a need to protect the investment by both the district and the student/parent. The following outlines the various areas of protection: warranty, accidental damage protection, and associated cost. Any iPad Air/Mac Air/Chromebook that malfunctions due to any internal issues not caused by the student's usage, such as internal iPad Air/Mac Air/Chromebook issues or problems, a malfunctioning unit, batteries, USB cable, and adapters, are covered by AppleCare(1 year) purchased by BCSS. These units will be replaced at no cost to the student. Any unit that is damaged or destroyed by the student, including accidental damage (drops and spills), cracked screens, fire, flood, liquid submersion, natural disasters, power surge by lightning, theft, or vandalism, will be covered by WorthAve Insurance if taken out yearly. All malfunctions and damage to any unit must be reported immediately to the appropriate authority (Technology/Library Office). They will make a determination as to what the problem is and what the next recourse will be, including following the steps listed below.

### ADDITIONAL INFORMATION

In cases of theft, vandalism, and other criminal acts, a police report, or in the case of fire, a report MUST be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

### BCSS Student Pledge for iPad Air/Mac Air/Chromebook Use

1. I will take good care of my iPad Air/Mac Air/Chromebook.

2. I will never leave the iPad Air/Mac Air/Chromebook unattended.
3. I will never loan out my iPad Air/Mac Air/Chromebook to other individuals.
4. I will know where my iPad Air/Mac Air/Chromebook is at all times.
5. I will charge my iPad Air's/Mac Air's/Chromebook battery daily.
6. I will keep food and beverages away from my iPad Air/Mac Air/Chromebook since they may cause damage to the device.
7. I will not disassemble any part of my iPad Air/Mac Air/Chromebook or attempt any repairs.
8. I will protect my iPad Air/Mac Air/Chromebook by only carrying it while in the case provided.
9. I will use my iPad/Mac Air/Chromebook in ways that are appropriate, meet BCSS expectations, and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the iPad Air/Mac Air/Chromebook. I will not deface the serial number or iPad Air/Mac Air/Chromebook sticker on any iPad Air/Mac Air/Chromebook.
11. I understand that my iPad Air/Mac Air/Chromebook is subject to inspection at any time without notice by BCSS.
12. I will follow the policies outlined in the iPad Air/Mac Air/Chromebook Policy and the Acceptable Use Policy while at school as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the district iPad Air/Mac Air/Chromebook, case, and power cords in good working conditions.