



## St. Hubert Catholic School

255 Flagstaff Lane  
Hoffman Estates, Illinois 60169  
847.885.7702

*Mrs. Julie Martin, Principal*  
*Mrs. Stephanie Cilek, Assistant Principal*



# iPad Acceptable Use Policy for Students 2021-2022

*The term "iPad" in this policy refers to all Apple and related company devices given to students, including but not limited to: iPad, Logitech case, Logitech Crayon, Apple Pencil, Apple Earbuds, and chargers.*  
*All policies for use of iPads while in school remain when a student uses their iPad off school property.*

## **Introduction**

Students at St. Hubert Catholic School will be assigned an iPad for instructional use in the classroom. The purpose of this one-to-one personal learning initiative is to enhance student learning. Use of iPads will allow for more engaged and accessible learning. This technology immersion does not diminish the role of the teacher. Through iPad integration, St. Hubert Catholic School's goal is to provide a balanced learning approach.

Use of this technology is a privilege and not a right. Activities on any device, network, or electronic communication device may be monitored by St. Hubert Catholic School administration, teachers, and technology department. Inappropriate use of iPads or failure to follow these guidelines can result in limited or banned iPad use and disciplinary consequences.

## **Ownership**

St. Hubert Catholic School retains sole right of possession of the iPad. The iPad is loaned to each student for educational purposes only. Because the iPad is property of St. Hubert Catholic School, all content and information on the iPad and within the managed Apple ID is also considered property of St. Hubert Catholic School. Inspection of student iPads may take place at any time and without prior notice by teachers, administrators, or the technology department.

## **Distribution and Return**

### **I. Distribution**

Each student in grades K-8 will receive an iPad for which they are responsible. This iPad will only be used by the student to which it has been assigned and must not be used by any other student. It is the responsibility of the student to ensure that they are the only individual to use their iPad, other than a teacher or administrator.

Students in grades PreK will not be given their own iPad. These students may be given a temporary iPad for use throughout the year if necessary for educational purposes.

Students in grades K-5 will receive their own iPad that will remain at school. Students will use these iPads during the school day, then place them in a locked cart to be stored overnight.

Students in grades six through eight will bring their iPads home each night for use to complete assignments and bring their iPad back to school the next day.

Parents and students must have completed the following steps before the iPad is given to the student:

- Student and parent/guardian have read the Acceptable Usage Policy for iPads – Students in its entirety.
- Student has signed the St. Hubert Catholic School iPad Pledge (to be done in class).
- Parent/Guardian has signed off on the Parent Agreement of iPad Usage Policy on the Student Information Form.

## **II. Return**

At the end of the school year (or when a student leaves the school, should it be before the end of the school year), iPads will be inspected and stored over the summer in a locked cart. The student will then receive their same iPad the following year.

## **iPad Care**

Students are responsible for the general care of the iPad assigned to him/her. iPads that are broken or have failed to work properly must be reported to the teacher or administration immediately. Damage to the iPad is the responsibility of the student to which the iPad is assigned. A repair fee will be incurred for any damage to the iPad.

### **I. General Care**

The following guidelines should be followed when using the iPad:

- The student is responsible for maintaining the iPad and keeping it in good working order.
- No food or drink is allowed next to your iPad.
- iPads must be properly turned off and put in the approved place when not in use.
- Cords and cables must be carefully removed and inserted into the iPad.
- Students should never carry their iPad while in use or while the case is open.
- iPads must remain free of any writing, drawing, stickers, labels, marks or other defacement. Only labels already adhered to and approved by St. Hubert Catholic School may be on the iPad.
- iPads must be handled carefully and should never be dropped, tossed, or stepped on.
- iPads should not be left in places of extreme heat or cold, such as near a window or a vent.
- Never leave your iPad unattended.
- Students may not attempt to alter the physical structure of the iPad, including the case, charging cart slot, and keyboard.

## **II. Storing and Transporting**

When a student is not using his/her iPad during the school day, the iPad should be stored in the assigned iPad cart slot (grades 1-5), or in a locked classroom (grades 6-8). Under no circumstances should iPads be left in unsupervised areas. Any iPad left unattended in these areas is in danger of being damaged or stolen. If an iPad is found in an unsupervised area, it will be reported and taken to the technology department (SBTC or Computer teacher) or administration.

If the student leaves his or her iPad at home (grades 6-8), he or she is responsible for getting the coursework completed by alternate means and students will receive an infraction.

Students may transport their iPads to other classes in which the iPad will be used, as instructed by the teachers.

The protective case provided with the iPad has sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device. The guidelines below should be followed:

- iPads must always be within the protective case.
- Nothing may be placed or stored on top of the iPad when in transport or within the classroom.
- iPads must not be transported or used in the same location as water or other liquids.
- Two hands should always be used when transporting or using the iPad.

## **III. Charging**

iPads may only be charged via the approved cart slot assigned to the student or using the charger assigned to him/her. Students may not bring in or use any other chargers to charge their iPad.

It is the responsibility of students in grades six through eight to come to school each morning with their iPad fully charged.

## **IV. Screen Care**

The iPad screen can be damaged if dropped or subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure. The following guidelines should be followed:

- Only the approved and issued Logitech crayon should be used on the screen.
- Do not lean on top of the iPad.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place any items on top of the iPad for any reason.
- Do not poke the screen with anything other than the approved materials distributed by the school or one finger at a time.
- Do not drop the iPad.
- Do not bump the iPad against lockers, walls, floors, etc. as this could damage the screen.
- Do not place anything in the case between the screen and keyboard.
- Screen cleaning should only be done by a teacher, administrator, or member of the technology department.

## **V. Repairing or Replacing iPad**

Except to the extent covered by warranty or insurance, as outlined below, parents/guardians are financially responsible for the loss of or damage to their child's school-issued iPad. If an iPad is lost, stolen, damaged, or malfunctioning, the student must notify the teacher, administration, or technology department as soon as possible.

iPads will be covered by Apple Care Plus, which was purchased by the school, if applicable. Apple Care Plus covers some accidental damage from handling. Not all damages will be covered by Apple Care Plus. Anything that is not covered by Apple Care Plus is the financial responsibility of the parent/guardian. The deductible payments are as follows for accidental damages and must be paid by the parent/guardian of the student:

- First accidental damage from handling = \$50
- Second accidental damage from handling = \$50
- After claiming two of these events, or in the event the repair/replacement is not covered, the repair costs will vary based on the damage.

If an iPad is lost or stolen, it is the responsibility of the parent/guardian to pay for a replacement iPad, which must be ordered through the school. Stolen iPads should be reported immediately.

## **iPad Usage**

The iPad is intended for students' academic use. The following guidelines must be followed:

### **I. Passwords**

Students will be required to create a six-digit password to access their iPad. This should be kept secret and must never be given to another student.

### **II. Accounts**

Students will be issued a managed Apple ID. This will be monitored by school administration, in conjunction with the technology department. This is the only acceptable Apple ID to use on the school-issued iPad. This account must not be used outside to access other Apple devices.

### **III. Wallpaper/Background Photos**

Students may choose a background photo to identify/ personalize their iPad. Inappropriate media is strictly prohibited. This includes, but is not limited to the following: presence of guns or weapons, pornographic or risqué material, inappropriate language, alcohol, drugs, gang-related symbols or pictures, and will result in disciplinary action.

### **IV. Sound**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. When sound is necessary for academic tasks, students should use only school-issued and approved earbuds. Music streaming is not allowed on the iPad.

## **V. Pictures & Videos**

The iPad comes equipped with both front and rear-facing camera, video, and audio recording capabilities. Students must obtain permission from an individual or group before taking pictures or recording. Also, this may only be done if instructed by a teacher for educational purposes.

## **VI. Content**

Student iPads have Apps already downloaded for educational purposes. Throughout the school year, additional apps may be added through the school's administration. These apps are to be used for the purpose of learning only. Students may only access these approved apps when instructed by their teacher. Students may not download any additional apps or content. Students may not access the AppStore or attempt to make any purchases.

## **VII. Software Upgrades**

Upgrades to iPad software will be done by the school's technology department. This must never be attempted by a student.

In addition to the above guidelines, the following behaviors are strictly prohibited:

- Jail-breaking a school iPad. (Attempting to reset the iPad or the iPad's content.)
- Changing preset iPad and network settings.
- Using another student's iPad.
- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing school policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications
- Students are not allowed to give out personal information, for any reason, over the Internet.
- 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 school Internet web filter through a web proxy.
- Spamming (sending mass or inappropriate e-mails).
- Playing games.
- Taking pictures or video without permission from the individual being photographed.
- Any activity that is not explicitly given as a school assignment by a staff member.

## **E-Learning with iPads**

Students in grades K-8 will bring their iPads home for virtual learning if circumstances may arise in the future.

All iPad policies and procedures for the school setting also apply to the home setting.

iPads will continue to be monitored during remote learning, by administration and the technology department.

iPads should be used for assigned learning tasks by St. Hubert School only. Any other activity on the iPad will be considered misuse.

iPads should only be used at home during the school day, plus a reasonable amount of time for homework/ additional learning tasks (typically 6am-8pm). iPads should not be used after this time.

If an iPad malfunctions during e-learning, it is the responsibility of the student to notify the technology department immediately at [techsupport@sthubertschool.org](mailto:techsupport@sthubertschool.org).

iPads that are no longer usable at home, due to malfunction or breakage, may be brought to school, at an assigned time for repair/ replacement.

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### **Acknowledgement and Agreement of St. Hubert Catholic School**

#### **iPad Acceptable Use Policy for Students**

**2021-22**

We have read, understand, and agree to abide by the policies and procedures detailed in the St. Hubert Catholic School iPad Usage Policy for Students. We understand that the iPad is provided for the purpose of supporting the educational mission of the school. We accept full responsibility for the care, protection, and use of the school's issued iPad, including financial responsibility.

We understand that the iPad is property of St. Hubert Catholic School and that the iPad and any stored content under the student's managed Apple ID are property of St. Hubert Catholic School and will be monitored.

We understand that, in bringing the St. Hubert School-issued iPad home, we assume responsibility for the device and accessories.

We understand that in order for my/our child to utilize the St. Hubert Catholic School issued iPad and participate fully in educational activities, we must provide the following permissions:

- Access to the internet
- Online publication of schoolwork
- Creation of a unique, school-managed account

**Parent signature on the 2021-2022 St. Hubert Catholic School Information Form acknowledges acceptance of these policies.**