

**Bishop Verot Catholic High School**  
**1:1 iPad Policies, Procedures, and Information Guide**

**iPad Acceptable Use Policy**

The iPad program at Bishop Verot is intended to provide students with individual access to the technology, tools, and resources available to support a 21-century education. The iPads will support today's learners in the classroom and extend the learning process anywhere, anytime, providing the opportunity for students to achieve their full potential and become lifelong learners.

Use of this technology carries a responsibility consistent with the expectations set forth in the student handbook. The policies, procedures and information within this document apply to all iPads used at Bishop Verot Catholic High School. Teachers may set additional requirements for use in their respective classrooms.

Above all, the iPad program at Bishop Verot is an academic program and the policies governing the use of the iPad support its academic use.

**1) iPad Ownership**

- a) Student iPads are leased through Apple Corporation and thus are the property of Apple until the lease terms end. Following successful payment of all required technology and school fees and upon graduation from Bishop Verot, the iPad will become the property of the student.
- b) Under the terms of the program agreement, students who transfer from Bishop Verot or do not graduate must return the iPad and all original equipment or pay for it in full or for any equipment not returned with the iPad.

**2) iPad Accessories**

- a) Student iPads come with a power supply, sync cable, and a required custom protective case.

**3) iPad Distribution and Care**

- a) Students are issued iPads during Freshman Orientation prior to the start of the school year. Students are responsible for the general care of the iPads they have been issued through the school. iPads that are broken or fail to work properly must be taken to the IT Department for an evaluation of the equipment.
- b) Students must have the Bishop Verot approved iPad cases on the iPads at all times. Students may not remove screen covers on cases. Students may not decorate cases. If a case breaks, it is the students' responsibility to see the IT Coordinator for a replacement at students' expense.
- c) Students/parents are solely responsible for the care and safekeeping of student iPads. Any loss or damage to iPads, regardless of the cause, will be the strict financial responsibility of the students/parents. Students must immediately report damage or loss, including theft, to Bishop Verot. Students/parents are not permitted to repair, alter, modify or replace iPads without express authorization from Bishop Verot.

**4) General Rules**

- a) Students come to school each day with their iPad fully charged. Electrical outlets for charging may not be available in all areas.
- b) Students may not circumvent the Mobile Device Management system installed on their iPads. This includes removing restrictions or "jailbreaking" the devices.
- c) iPads must never be left unattended, in an unlocked locker, unlocked car, or in any unsupervised area. While participating in co-curriculars after school, students must securely lock their iPads in a locked locker or in their locked vehicles.
- d) Because Bishop Verot lockers are located outside in the humid conditions of Southwest Florida, iPads should never be left in lockers for any extended period of time.
- e) Students may not alter names on iPad cases nor remove or alter asset tags on the iPad.
- f) Students must transport and carry iPads appropriately on campus. They should be carried in their approved cases at all times. iPads should not be placed in athletic, school, or other bags.
- g) Students are not allowed to bypass the wireless network with a personal 3G or 4G internet connection.

**5) Sounds, Music, Games, Pictures, or Programs**

- a) While in the classroom, library, or any other quiet area sound on the iPad must be muted unless permission is obtained from a teacher. Students may use earphones in quiet areas or in the classroom with permission from a teacher.
- b) Software and apps originally installed by Bishop Verot must remain on the iPad. From time to time the school may add software applications for use in a particular course.
- c) Students may store their own photographs, music and apps on the iPad (See additional rules); All school related software and apps take precedence over personal use items when space becomes an issue.
- d) The viewing and/or playing of games is not permitted during school hours, except as part of an assigned in-class activity or as directed by faculty or administration.
- e) The school reserves the right to remove any game from a school iPad that is considered inappropriate or impedes the educational purpose of the iPad program.
- f) No games that are played over the school network are allowed.
- g) Games that include violence, adult content, inappropriate language, and weapons are not to be installed or played on the iPads or other devices.
- h) Students whose grades fall below the acceptable minimum will have their iPads placed on separate restrictions giving them access to items only needed for education.

**6) Prohibited Use**

- a) Peer to peer file sharing of copyrighted material without the express written permission of the author is prohibited.

- b) During class time the use of chat and messaging programs is only allowed as part of classroom instruction with administration/teacher permission.
- c) Illegal installation or transmission of copyrighted materials.
- d) Any action that violates existing school rules or public law.
- e) Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit material.
- f) Sites selling term papers, book reports, and other forms of student work.
- g) Spamming: sending mass inappropriate emails.
- h) Gaining access to other students' accounts, files, and/or data.
- i) Use of school internet/email for illegal activity.
- j) Bypassing the Bishop Verot web filter through a web proxy.
- k) Photographing or video recording on campus without the express permission of a teacher or consent of other parties for academic purposes or in support of a school program is prohibited.
- l) Student sharing of passwords, addresses, or other personal information on the internet without authorization of a parent or Bishop Verot faculty member.
- m) Using or possessing hacking software.
- n) Students are responsible for not having banned apps on their iPads. The list can be updated throughout the school year.
- o) Students are not permitted to have more than 10 personal apps on their iPads at any time.
- p) Parents and/or students may not alter Restrictions and Guided Access on any iPad.

**7) Cyberbullying and Social Networking**

- a) Cyberbullying by any student is prohibited and will not be tolerated. Cyberbullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.
- b) The school will allow the installation of social networking apps like Facebook and Twitter. These social networking apps and sites may not be used during class time unless with express consent of a teacher or faculty member. This is subject to change if students violate this policy.
- c) Failure to follow school policies regarding the use of social networking sites and or in the event of a Cyberbullying event by a student, the use of social networking apps and sites will be prohibited on a student iPad device.

**8) Privacy**

- a) There should be no expectation of privacy when using the school's network or electronic devices.

**9) iPad Use Outside of Bishop Verot**

- a) Students may be required to turn in their iPads for a brief time period over the summer in order for the school to carry out routine maintenance and update the operating system.
- b) Families are responsible for providing wireless internet service at home for students to complete coursework.
- c) It is up to parents to set the acceptable use policy for the home such as where the device can be used and for how long.

**10) BV Webmail**

- a) Bishop Verot utilizes Gmail for student and faculty webmail service under the domain name bvhs.org. The Gmail app and other related Gmail services, such as Google Drive, will be automatically downloaded to student iPads. All students must check their Gmail accounts daily and respond to emails in a timely fashion.

**11) iPad Policy Enforcement**

- a) The school reserves the right to enforce appropriate consequences for the violation to any section of this agreement. This includes the right to examine or inspect any iPad program device or personal device. Consequences could include loss of privileges on iPad or other devices, fines, disciplinary action, and possible legal action.
- b) This policy applies to students participating in the iPad program at the school, students using the school's iPads off campus, and to students using their own devices on school networks.
- c) Any iPad with illegal or inappropriate software or materials on it will be reformatted. The student will be subjected to disciplinary action.
- d) Students are to report any known violations to appropriate administration or members of the IT Department.
- e) Random checks of student iPads will be conducted by faculty and administration to ensure compliance with the policy.
- f) The School takes no responsibility for activities or materials found on the iPads. The student will be responsible for providing hard copy materials if any privileges are revoked.
- g) There are several banned apps students are not permitted to download onto a school owned iPad. A complete listing of these Apps are located on the website under Technology. Changes to this list are communicated to students through email. Students are responsible for checking the list prior to downloading a personal App. Violations to this policy will result in loss of iPad privileges including, but not limited to the loss of the App Store for a given amount of time.
- h) Disciplinary action for violation of any policy will include the following:

- First offense—iPad will be put on restrictions for 1 week.

- Second offense—iPad will be put on restrictions for 2 weeks and a \$15 fine at end of second week to unlock the iPad.

- Third offense—iPad will be put on restrictions for the entire school year and a \$25 fine to unlock it at end of school year.

- Other disciplinary measures may be deemed necessary by the administration depending on the seriousness of the violation  
Restrictions include the loss of the App Store and other iPad features.