

iPad & Mobile Learning Device Acceptable Use Policy

The mobile learning program at La Salle provides tools and resources for a 21st century education, empowering students to maximize their potential in preparation for college and the workplace. Technology in the hands of students enables them to become the architects of their education and assists teachers to become the facilitators of the learning process. Utilizing iPads provides an opportunity to enhance each student's overall learning experience by providing access to learn anytime, anywhere – in or out of the classroom. This 1:1 personalized learning also promotes responsible use in today's current technological era.

Following this acceptable use document ensures the full benefits of La Salle's academic accessibility will be realized for all students. This policy also aligns with the mission of La Salle to provide a transformative educational experience; one that works to help students realize their potential and gifts in serving others while leading them to live lives of integrity and respect for all others.

<http://support.apple.com/manuals/#ipad>

1. RECOMMENDED iPad DEVICES

- 1.1 La Salle recommends that families purchase the newest iPad so that it remain a viable tool for students throughout their La Salle experience and beyond.
 - 1.1.2 The iPad 2 is currently sufficient for students' use with limitations. This is likely to change in the near future with the introduction of newer resources available to students.
 - 1.1.3 The first generation iPad, known as the iPad 1, is not an acceptable choice.
 - 1.1.4 The iPad Mini is a viable, less expensive alternative to the larger-sized iPad. It has all the functionality of the larger iPad in a smaller, thinner package.
- 1.2 *Memory size*
 - 1.2.1 La Salle recommends a minimum storage size of 32GB. Digital textbooks, which could be up to 2GB each, can quickly take up storage leaving less room for apps and student data required for classes.
 - 1.2.2 A 16GB iPad may initially suffice. Students will need to monitor available space and make sure there is room enough for required textbooks, apps, and student-created files.
- 1.3 *WiFi and 3G/4G options*
 - 1.3.1 iPads equipped with WiFi alone will suffice. The school provides sufficient bandwidth to enable all devices to access online sources.
 - 1.3.2 For iPads equipped with 3G/4G capabilities, student must have the cellular network capabilities turned off while on school grounds.

2. PROTECTION and CARE

2.1 ***La Salle is not responsible for damaged or stolen iPads.*** La Salle highly recommends that families purchase the AppleCare+ iPad protection plan which is available through the Mac Store at the Clackamas Town Center Location. For information on AppleCare as it pertains to iPads please visit the Apple website at <http://www.apple.com/support/products/ipad.html>

2.1.1 If the iPad is lost, stolen, or damaged, notify a teacher or appropriate staff member immediately. iPads that are believed to be lost or stolen can be tracked through the *Find My iPad App*, which the student is required to download. La Salle is not responsible for student iPads that are lost, stolen or damaged.

3. ACCESSORIES

3.1 *Required accessories*

3.1.1 iPad cover to protect against accidental damage

3.2 *Optional accessories*

3.2.1 Protective film to cover display and protect against scratching

3.2.2 External keyboard

3.2.3 Stylus

3.2.4 Headphones

4. STUDENT RESPONSIBILITIES

4.1 *iPad registration*

4.1.1 Students are required to register their iPad's serial number with La Salle's web-based mobile device management system. Information on registering devices will be given out during student orientation.

4.2 Students are to bring their iPads to school daily.

4.2.1 Students are to fully charge their iPad each night to ensure sufficient battery power to last throughout the school day.

4.3 Students are required to have all apps and textbooks required by their teachers for each of their classes. A list of apps and textbooks for each class will be made available at the beginning of the school year and will be posted on teachers' websites.

4.4 Students are to install new updates as they become available to keep the device's software and applications up-to-date.

- 4.4.1 Students are encouraged to backup information to a personal iCloud account or home computer
- 4.5 *Email*
 - 4.5.1 An email account will be provided to students for use in school communications. This email will be used for account registration for Schoology, Apple ID, Google Docs, etc. Students are responsible for checking their email daily and for appropriate communication. School emails are related to all school activities, classes and announcements.
- 4.6 Students' iPads are subject to inspection at the discretion of a teacher or staff member.
- 4.7 iPads belonging to other students are not to be tampered with in any manner.
 - 4.8.1 If an iPad is found unattended, it should be given to the nearest faculty/staff member.
- 4.8 It is the student's responsibility to keep his or her iPad safe at all times. ***La Salle is not responsible for damaged or stolen iPads.***

5. PROHIBITED USE OF IPADS WHILE ON CAMPUS

- 5.1 Any action that violates existing school policy or public law
- 5.2 Creating, sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit material
 - 5.2.1 Cyberbullying/harassment: i.e. disturbing content that attempts to be harmful or cruel to another individual through offensive electronic communication
 - 5.2.2 Establishment of personal websites or participation in blogs or social networking sites containing material or connections to material contrary to the teaching, mission, and philosophy of La Salle
- 5.3 Use of social networks not authorized by the teacher for academic use
- 5.4 Sites selling term papers, book reports, and other forms of student work
- 5.5 Texting, messaging or unauthorized social media use during instructional time
- 5.6 Spamming: sending mass or inappropriate emails
- 5.7 Gaining or attempting to gain access to other students' or staff members' accounts, files, and/or data

- 5.8 Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
- 5.9 Bypassing the La Salle web filter through a web proxy
- 5.10 Playing internet/computer games that are not for education purposes while in class
- 5.11 Publishing identifiable photographs or video of students, faculty, staff or administration without appropriate and prior written consent
- 5.12 Student sharing of their passwords, addresses, or other personal information on the Internet without the authorization of a parent or school representative
- 5.13 Copying internet materials or reproducing materials without the permission of the author or other right-holder and any other action that violates copyright, unless allowed by educational fair use
- 5.14 Illegal installation or transmission of copyrighted materials
- 5.15 Plagiarizing academic materials, or otherwise violation of La Salle's academic integrity policy
- 5.16 Using or possessing hacking software
- 5.17 Unauthorized access to classroom equipment, like the Apple TVs, which allow syncing with the iPad
- 5.18 Use of La Salle's name, logo or identity in a way that negatively impacts the school's reputation

iPads are subject to the same acceptable use guidelines as all other electronic devices.

Individual teachers may impose additional policies for their individual classes.

Violation of any of these policies could result in disciplinary sanctions, including confiscation of device, restriction of network access, loss of co-curricular eligibility, suspension from school honor and service organizations, and suspension or expulsion from school. It is important to know that La Salle's code of conduct extends year round, to off campus activity as well as beyond the school day. The expectation is that community members will contribute to a stable and productive computing environment using good and ethical judgment at all times.